Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Attorney User Manual

Release 4.1.2

2015

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions. The eVoucher program will allow for:

- On-line authorization requests by attorneys for service providers
- On-line voucher completion by the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Apple Mobile: Safari is approved (with limitations).
- Chrome, Firefox and other browsers may not be used with CJA.

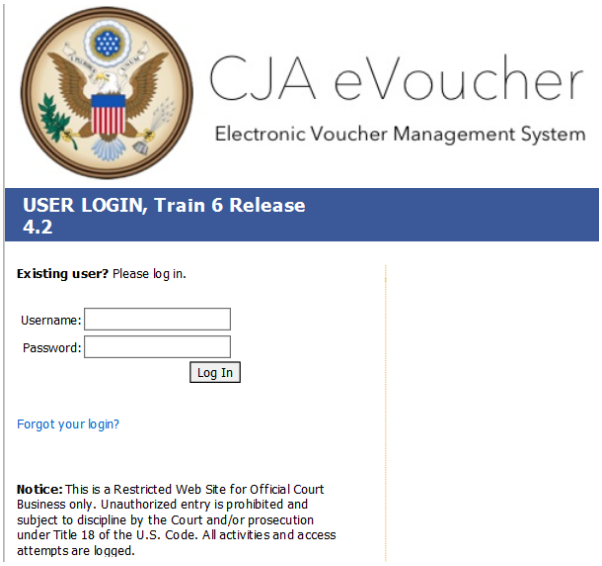
Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access.

Log in using your Username and Password you were provided, and click Log In

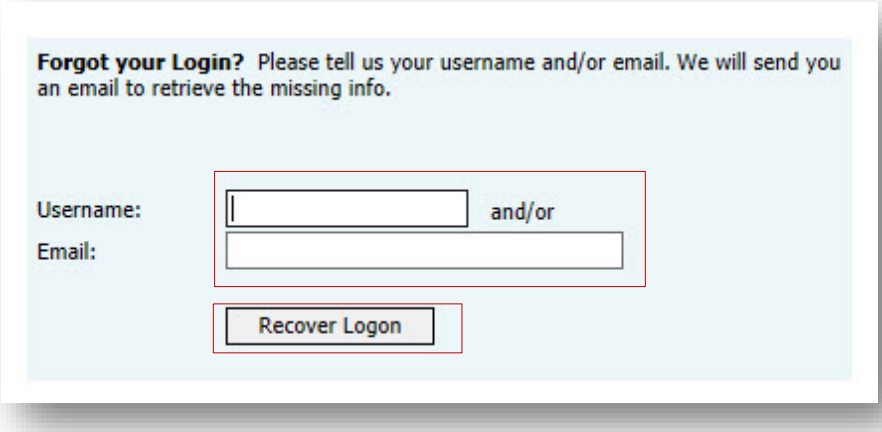

CJA eVoucher
Electronic Voucher Management System
USER LOGIN, Train 6 Release 4.2
Existing user? Please log in.
Username:
Password:
Log In
Forgot your login?
Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

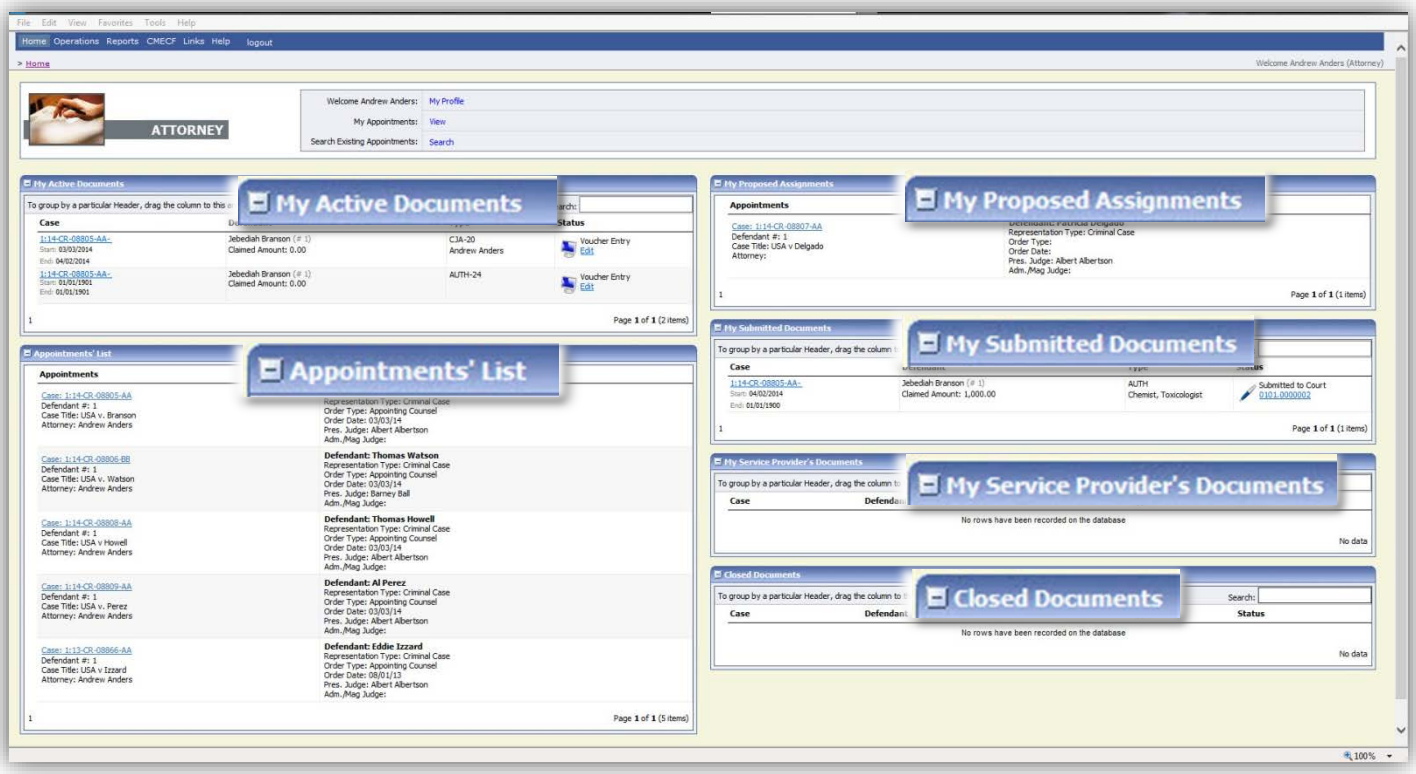
Users are required to change their passwords periodically.

If you forget your username or password, click the **Forgot your login?** hyperlink.
Enter your Username or Email address, and click Recover Logon to retrieve your information.


Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.
Username:
and/or
Email:
Recover Logon

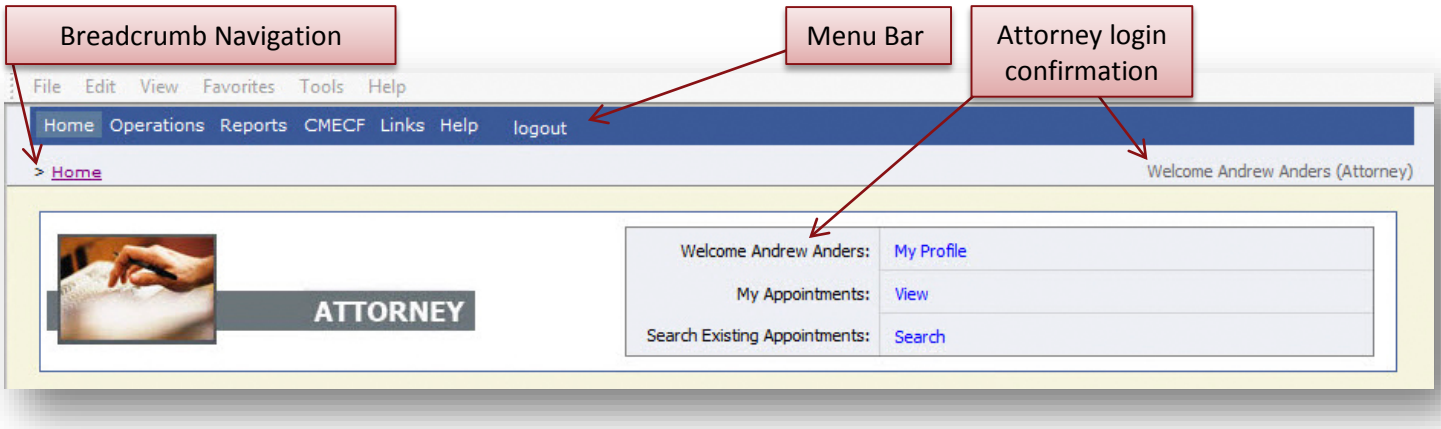
Home Page

Your home page provides access to all of your appointments and vouchers.
Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.



Folder Descriptions	
My Active Documents	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.
Appointments' List	Quick reference to all your appointments.
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
My Submitted Documents	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
My Service Provider's Documents	Contains all the vouchers for your service providers. This will include: • Vouchers in progress by the experts • Vouchers submitted to the attorney for approval and submission to the court • Vouchers signed off by the attorney and submitted to the court for payment
Closed Documents	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.

Navigating in the CJA eVoucher Program



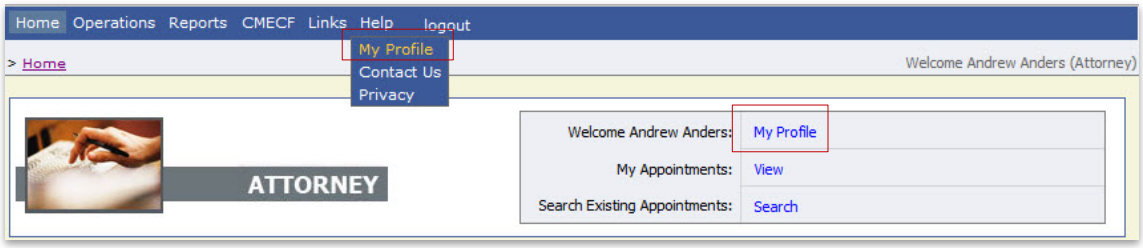
Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

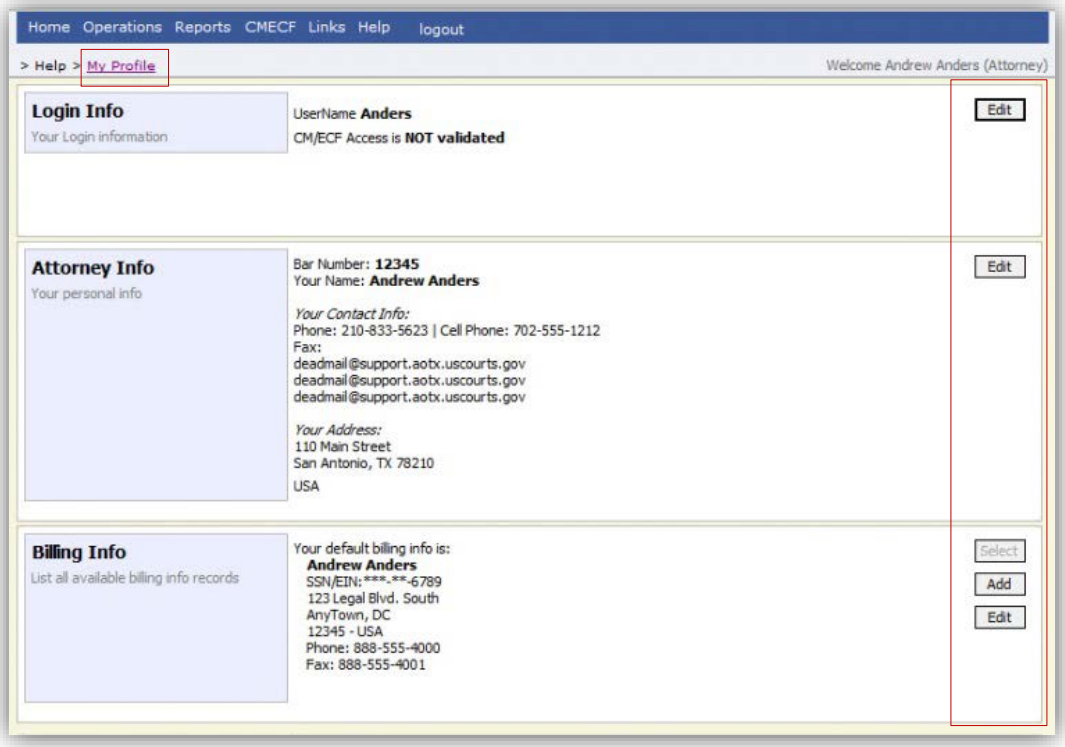
My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.)
- Document any CLE attendance (Continuing Legal Education section.)

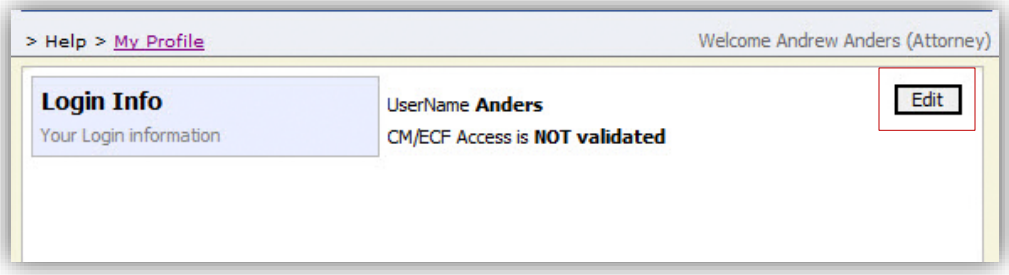
Click the My Profile link from either the Home screen or the Help menu bar to open the "My Profile" page.





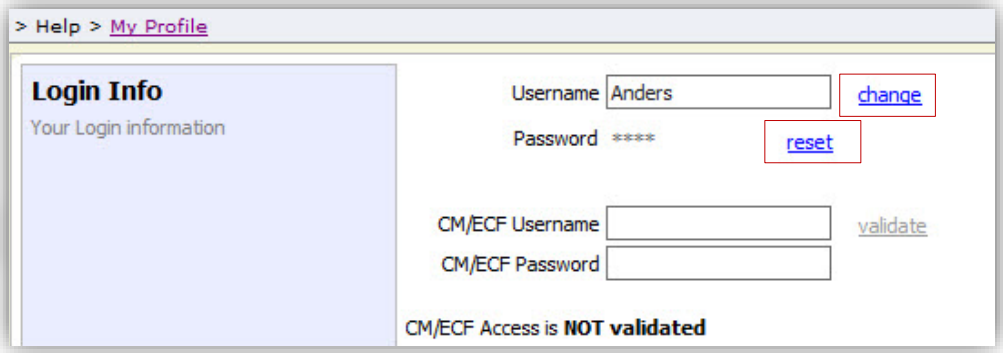
Changing My Profile Username and Password

Step 1 Under the **Login Info** section, click **Edit** to change your Password.



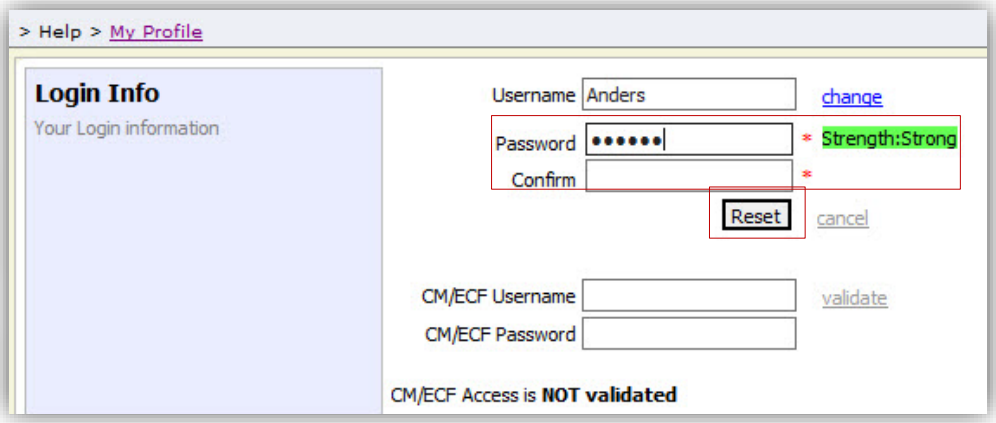
Step 2 To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

Step 3 To reset your password, click **reset**.

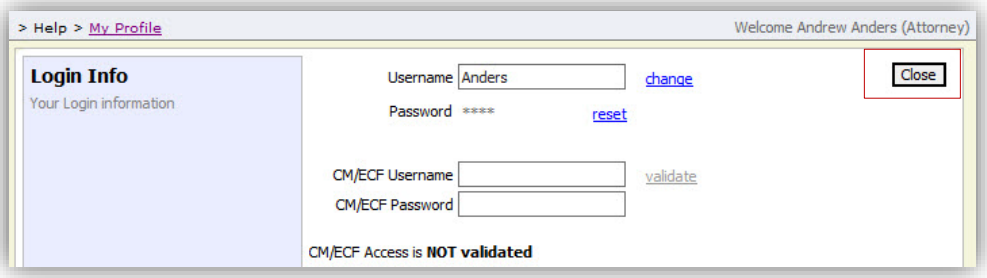


Step 4 Type the new password and retype it in the confirm field.

Step 5 Press the **Reset** button to save.



Step 6 Click the **Close** button to exit the login Info section.



Attorney Info

Step 1

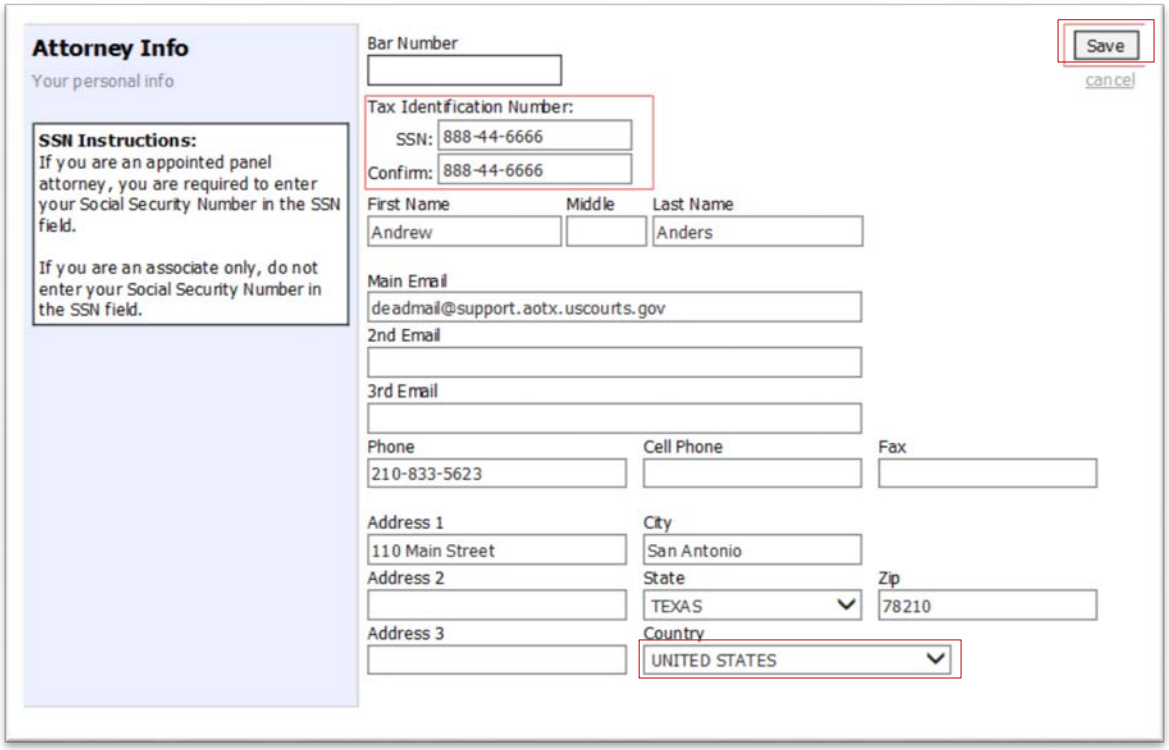
Under the **Attorney Info** section, click the **Edit** button to access your personal information.

Step 2

Make any necessary changes.

Step 3

Click **Save**.



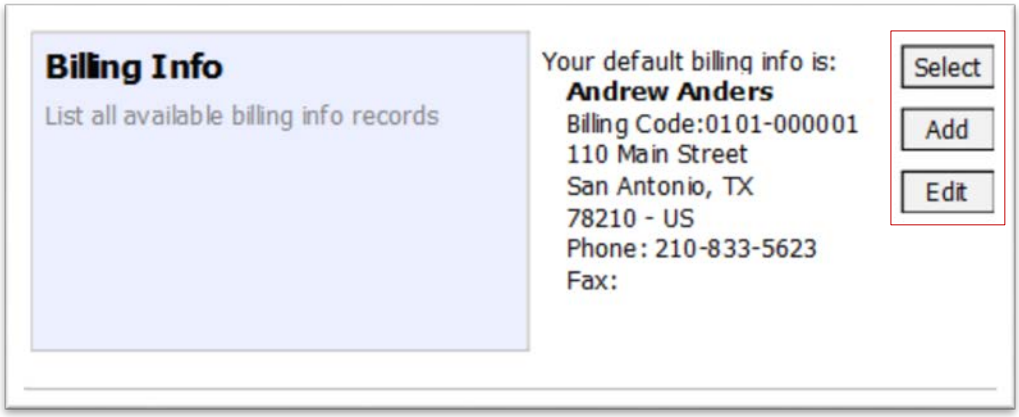
Note:

- Each attorney (except Associates) must enter his/her Social Security Number into the user profile.
- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.



Step 2

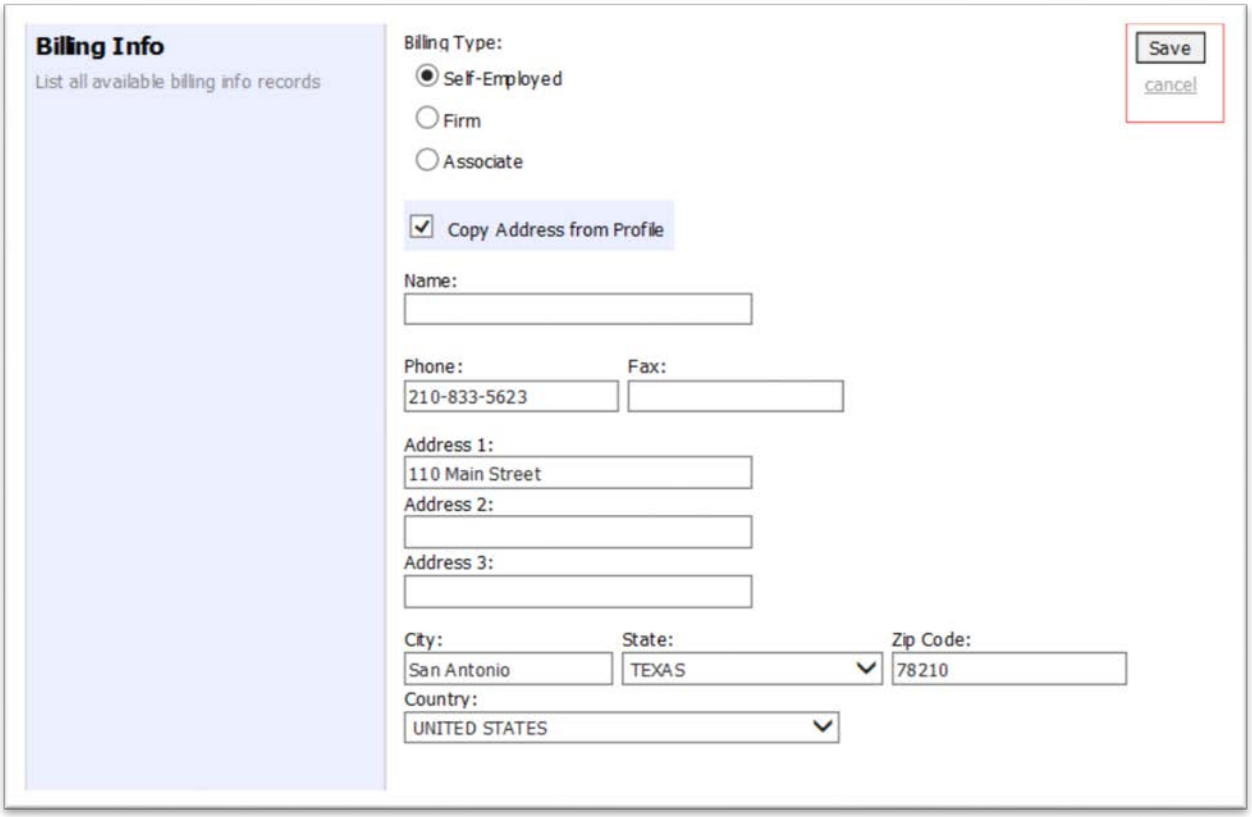
Click **Edit** if you wish to change the information already entered.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

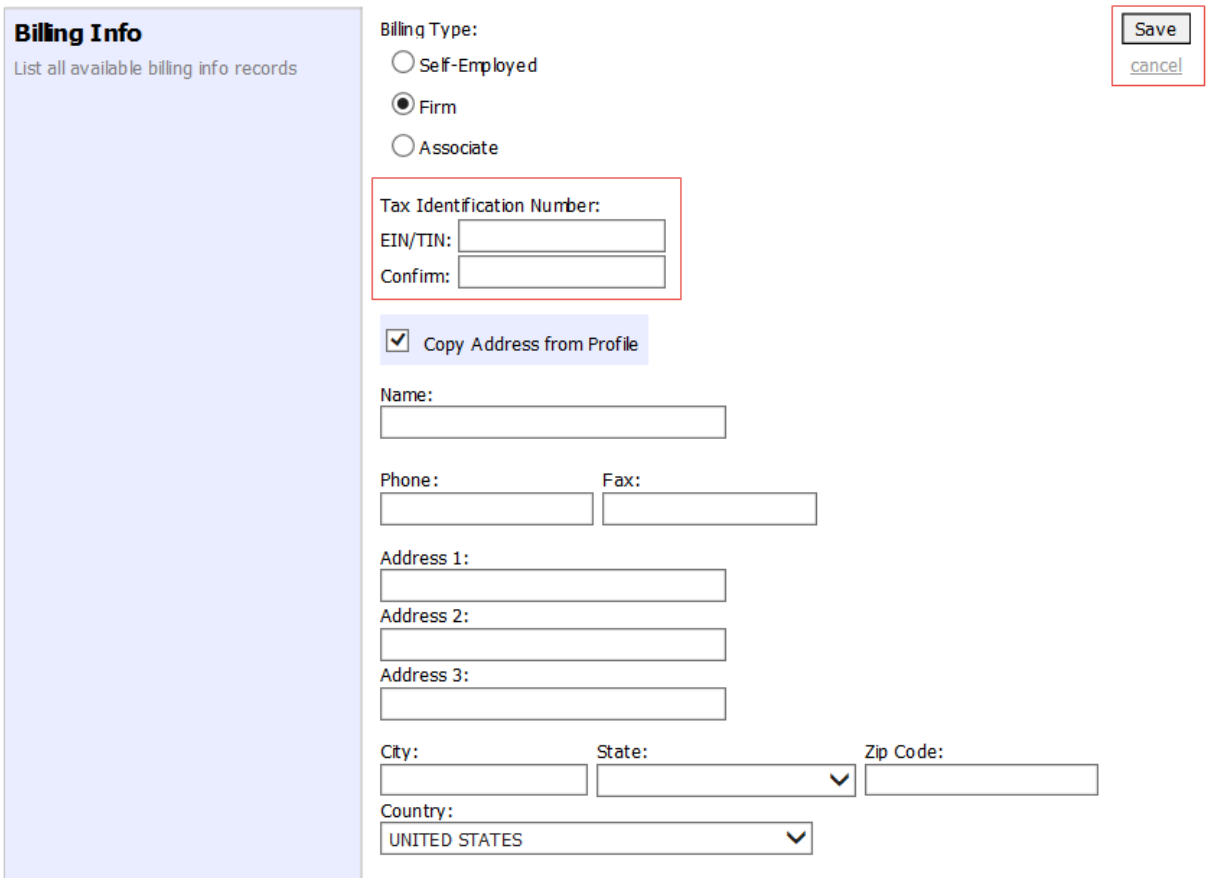
Step 3

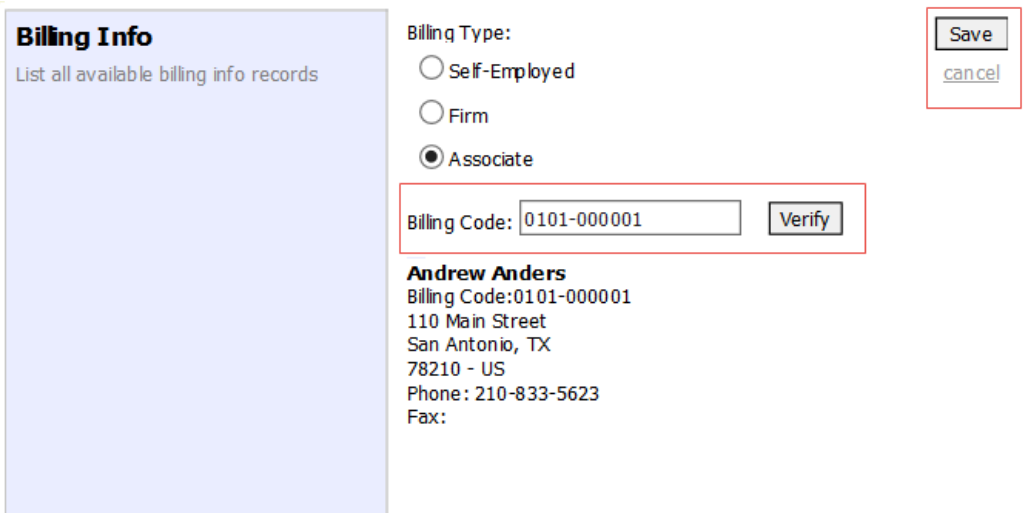
Make any necessary changes and click **Save**.



Step 4

If applicable, **Add** Billing Info for a Firm or an Associate.





Note:

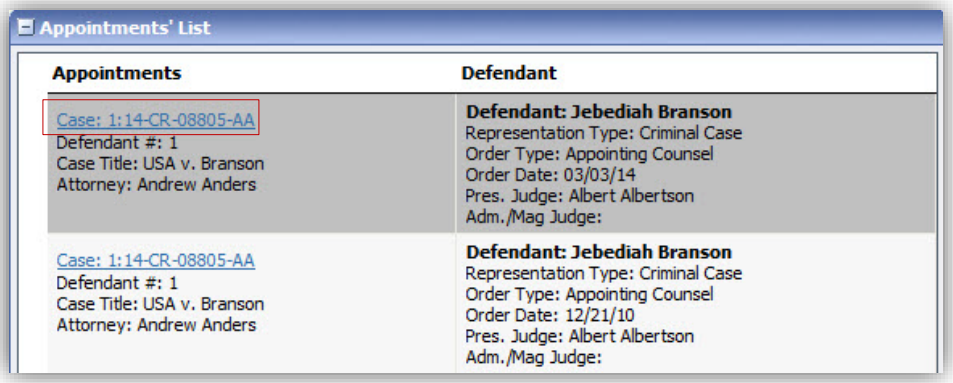
- Attorneys with a pre-existing agreements must enter the firm's EIN and name (required)
- Associates do not need to enter a Social Security Number, but they will need to ender the Billing Code of the attorney to be paid.

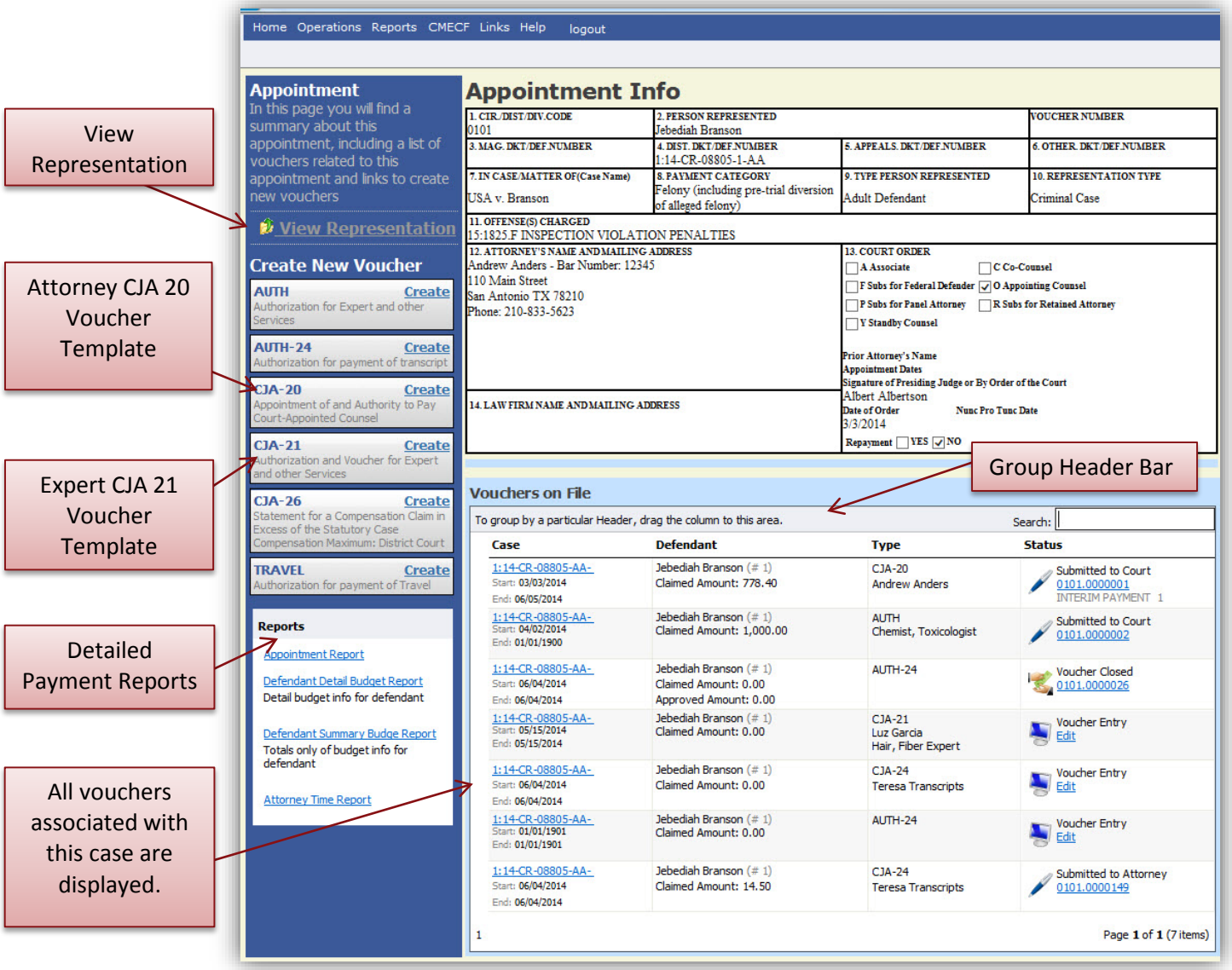
Appointment's List

Locate the **Appointments** section under the Appointment's List on your home page.

Step 1

Click the case number hyperlink to open the **Appointment** page.




View Representation
Attorney CJA 20 Voucher Template
Expert CJA 21 Voucher Template
Detailed Payment Reports
All vouchers associated with this case are displayed.
Group Header Bar
Home Operations Reports CMECF Links Help logout
Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers
View Representation
Create New Voucher
AUTH Create
Authorization for Expert and other Services
AUTH-24 Create
Authorization for payment of transcript
CJA-20 Create
Appointment of and Authority to Pay Court-Appointed Counsel
CJA-21 Create
Authorization and Voucher for Expert and other Services
CJA-26 Create
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court
TRAVEL Create
Authorization for payment of Travel
Reports
Appointment Report
Defendant Detail Budget Report
Detail budget info for defendant
Defendant Summary Budge Report
Totals only of budget info for defendant
Attorney Time Report
Appointment Info
1. CIR./DIST./DIV.CODE 0101
2. PERSON REPRESENTED Jebediah Branson
VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER
4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA
5. APPEALS. DKT/DEF.NUMBER
6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson
8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON REPRESENTED Adult Defendant
10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623
13. COURT ORDER
A Associate
C Co-Counsel
F Subs for Federal Defender
O Appointing Counsel
P Subs for Panel Attorney
R Subs for Retained Attorney
Y Standby Counsel
Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order 3/3/2014
Nunc Pro Tunc Date
Repayment YES NO
14. LAW FIRM NAME AND MAILING ADDRESS
Vouchers on File
To group by a particular Header, drag the column to this area.
Search:
Case
Defendant
Type
Status
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014
Jebediah Branson (# 1) Claimed Amount: 778.40
CJA-20 Andrew Anders
Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900
Jebediah Branson (# 1) Claimed Amount: 1,000.00
AUTH Chemist, Toxicologist
Submitted to Court 0101.0000002
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014
Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00
AUTH-24
Voucher Closed 0101.0000026
1:14-CR-08805-AA- Start: 05/15/2014 End: 05/15/2014
Jebediah Branson (# 1) Claimed Amount: 0.00
CJA-21 Luz Garcia Hair, Fiber Expert
Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014
Jebediah Branson (# 1) Claimed Amount: 0.00
CJA-24 Teresa Transcripts
Voucher Entry Edit
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901
Jebediah Branson (# 1) Claimed Amount: 0.00
AUTH-24
Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014
Jebediah Branson (# 1) Claimed Amount: 14.50
CJA-24 Teresa Transcripts
Submitted to Attorney 0101.0000149
1
Page 1 of 1 (7 items)

View Representation

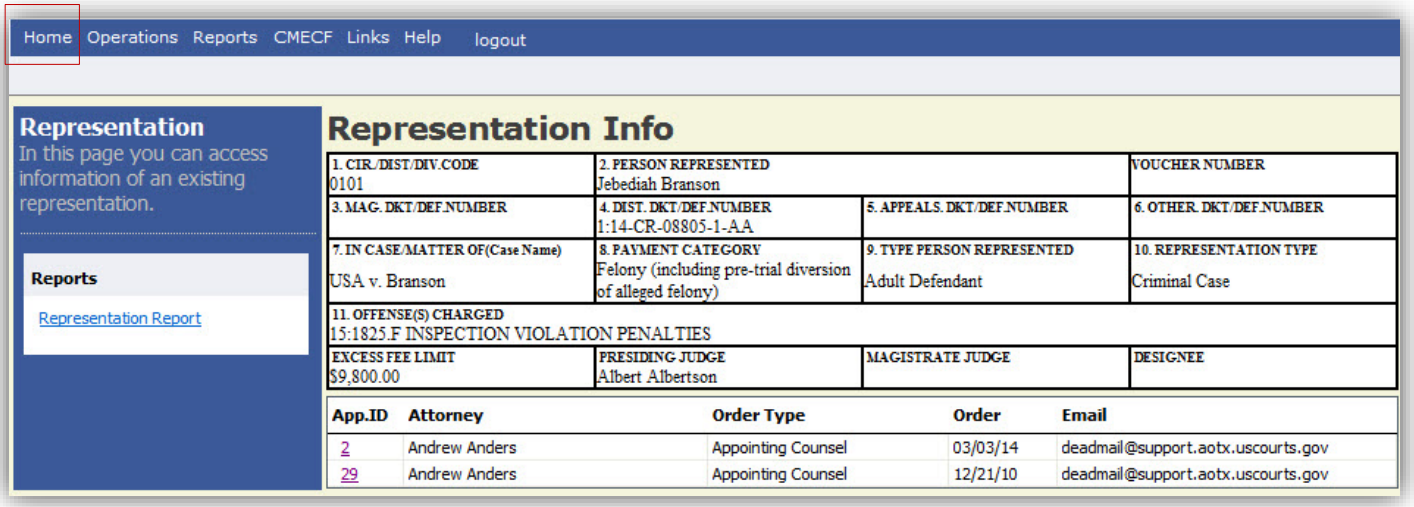
The **View Representation** information will display:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step 2

From the Appointment page open, click **View Representation**.

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers
View Representation



Step 3

Click **Home** on the Menu bar at the top of the page.

CJA 20 Voucher Process Overview

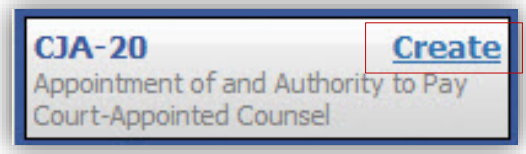
Attorney enters time/expenses and submits voucher → Voucher audited by Court CJA Unit → Voucher review and approval (or rejection) by Court → Voucher processed for payment by Court

Creating the CJA 20 Voucher

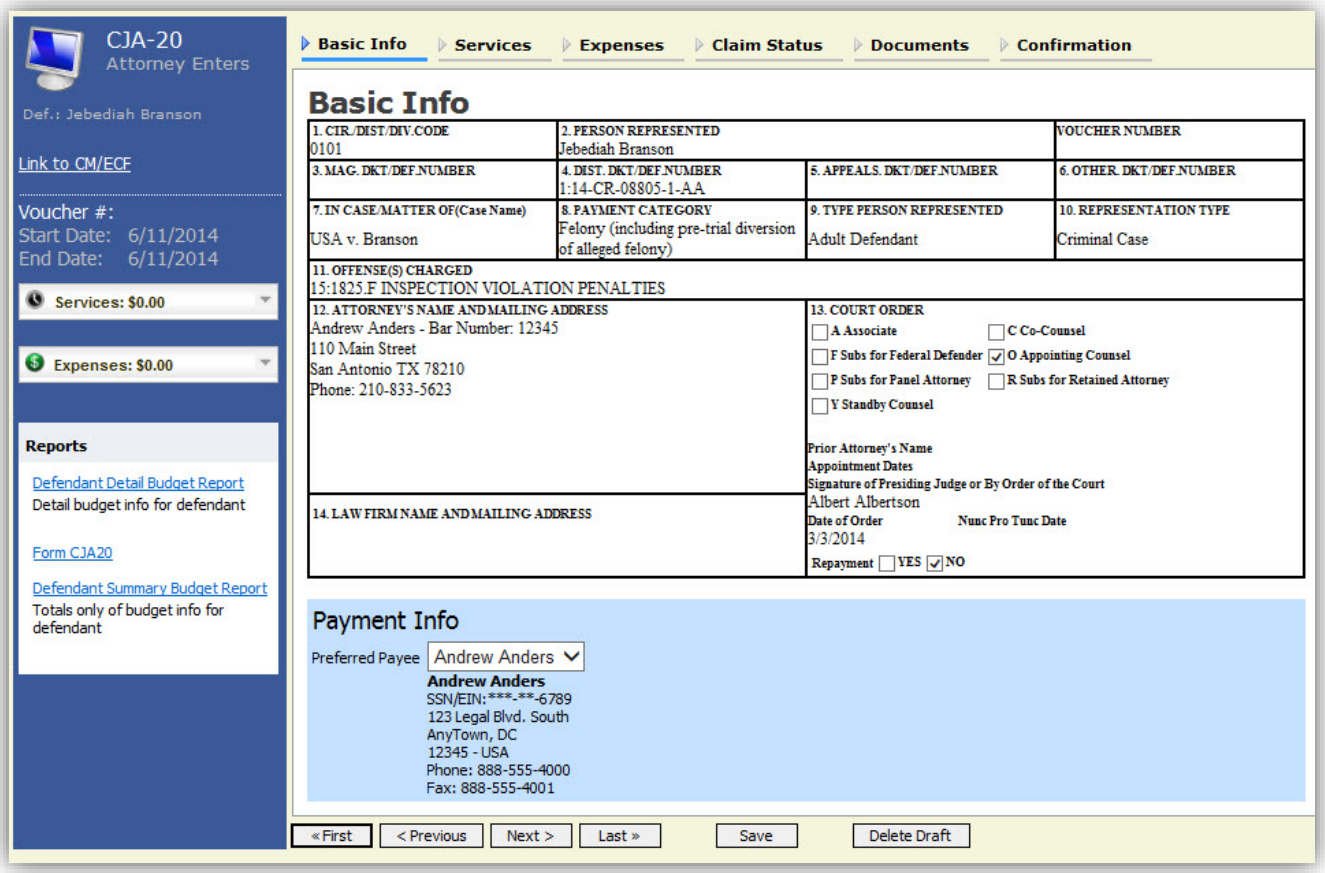
The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:
All voucher types and documents function primarily the same.

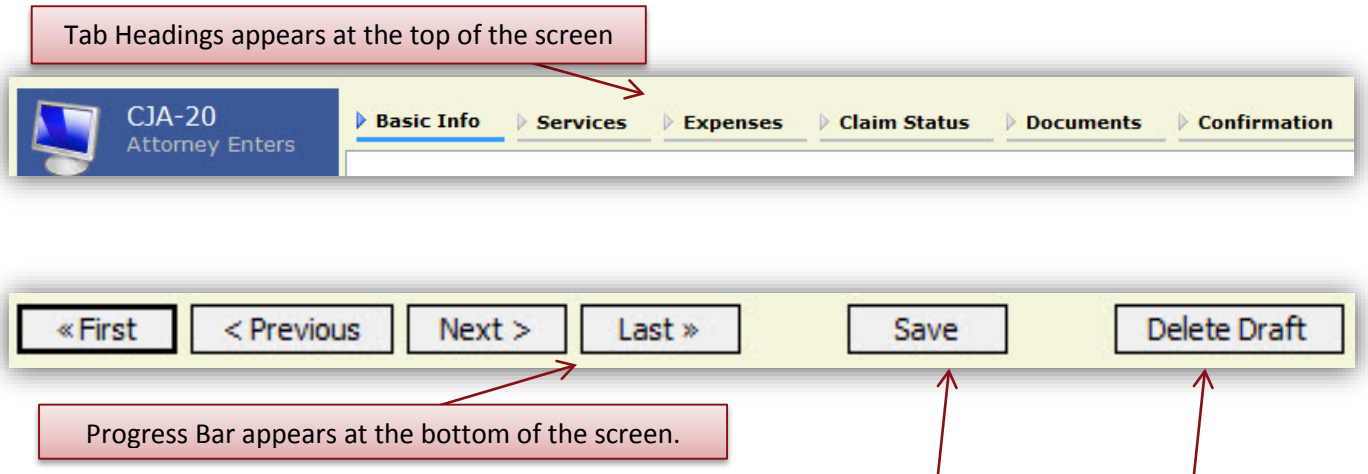
Step 1 From the **Appointment** page click **Create** from the CJA 20 Voucher template.



The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.



Creating the CJA 20 Voucher (cont'd)



Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user may navigate using the Tab Headings or Progress bar.

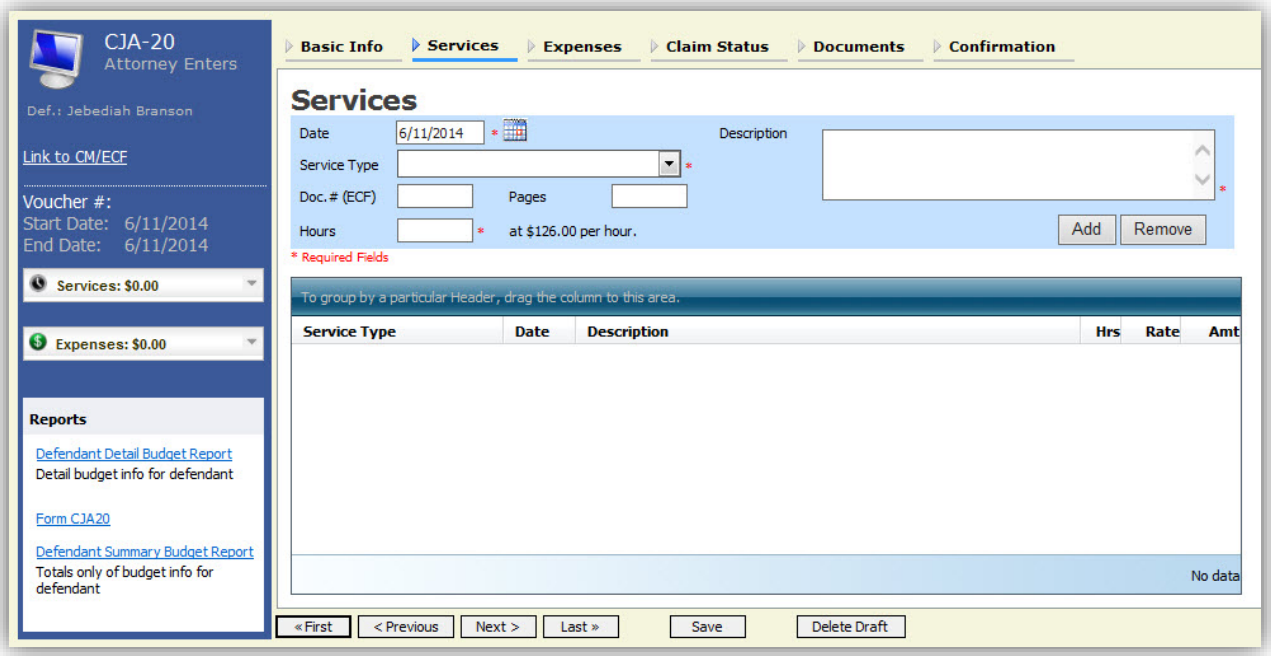
Entering Services

Line item time entries should be entered on the Services tab.
Both In-Court and Out-of Court time should be recorded on this screen.

Step 2

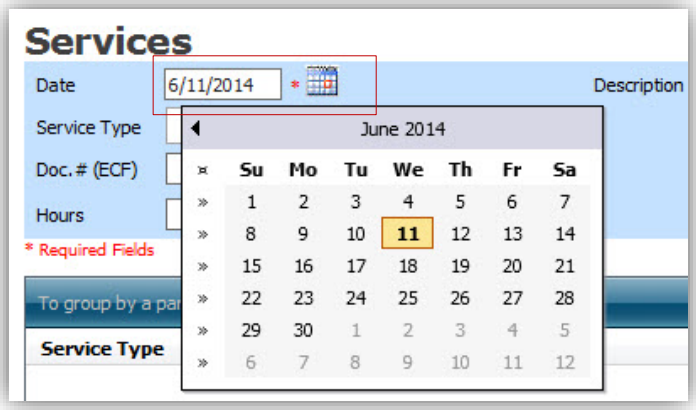
Click the **Services** tab or click the **Next** option located on the Progress bar.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.



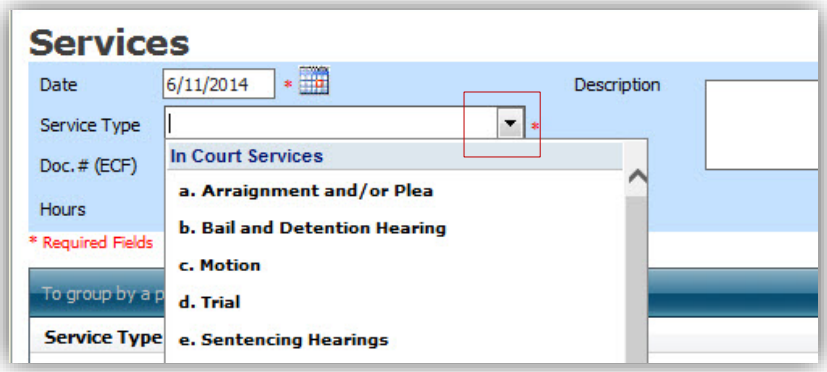
Step 3

Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar.


Services
Date 6/11/2014
Description
Service Type
Doc.# (ECF)
Hours
* Required Fields
June 2014
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 1 2 3 4 5
6 7 8 9 10 11 12
Service Type

Services (cont'd)

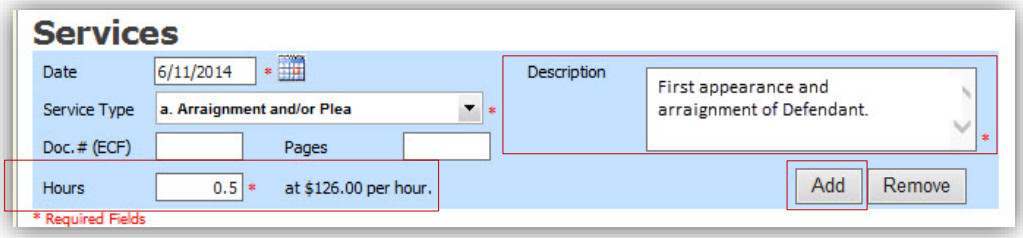
Step 4 Select **Service Type** from the drop-down menu.



> **Note:**
> You may add dates in any order. You can sort in chronological order at any time.

Step 5 Enter hours of service in tenths of an hour.

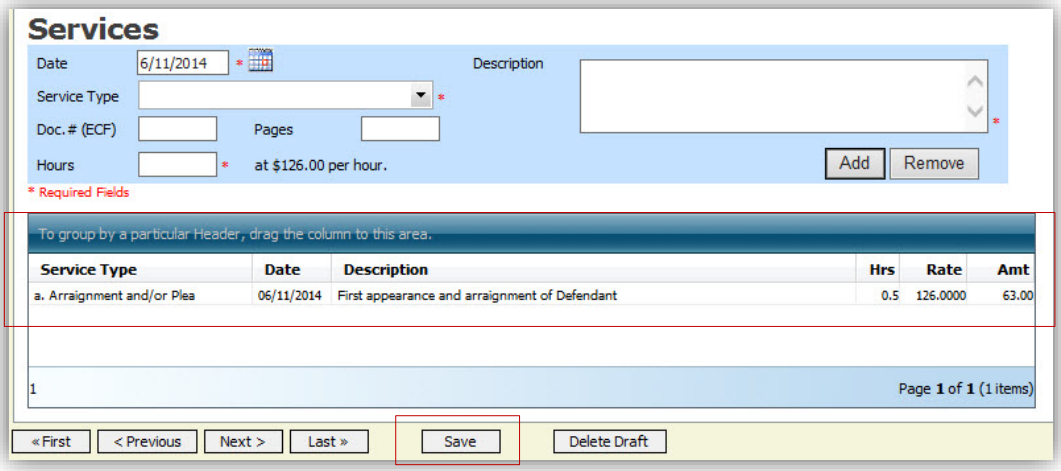
Step 6 Enter a description.



Step 7 Click **ADD.**

> **Note:**
> - You may add time in any order.
> - Double click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the Service Type section.



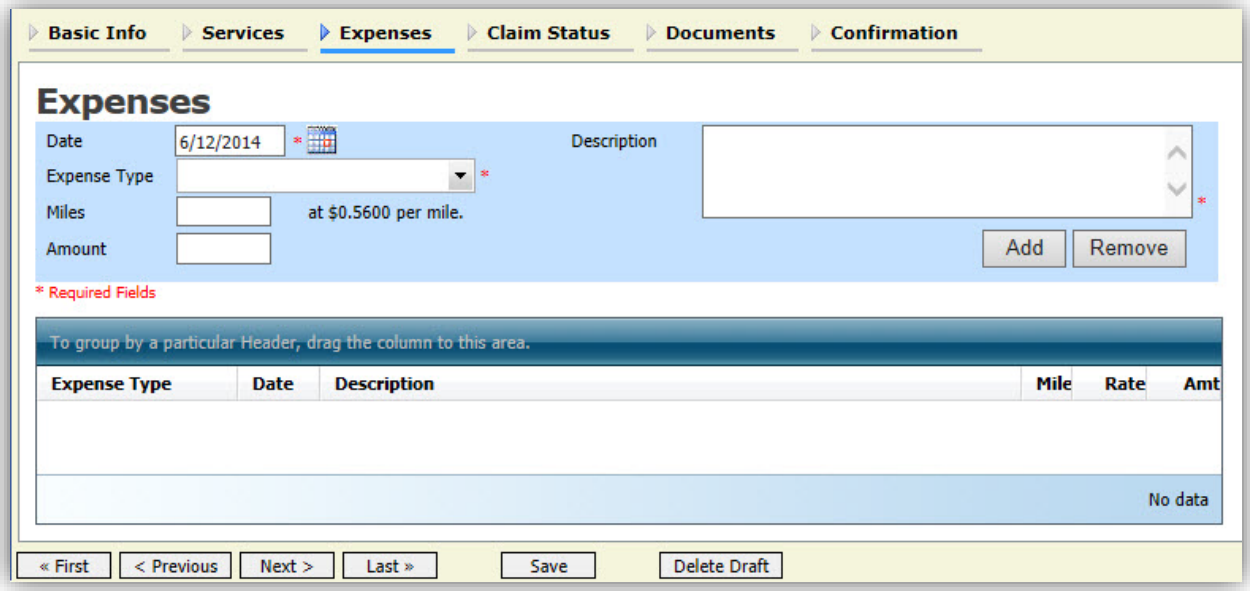
Step 8 Click the **Date** header**.** This will sort services according to date.

Step 9 Click **Save.**

Entering Expenses

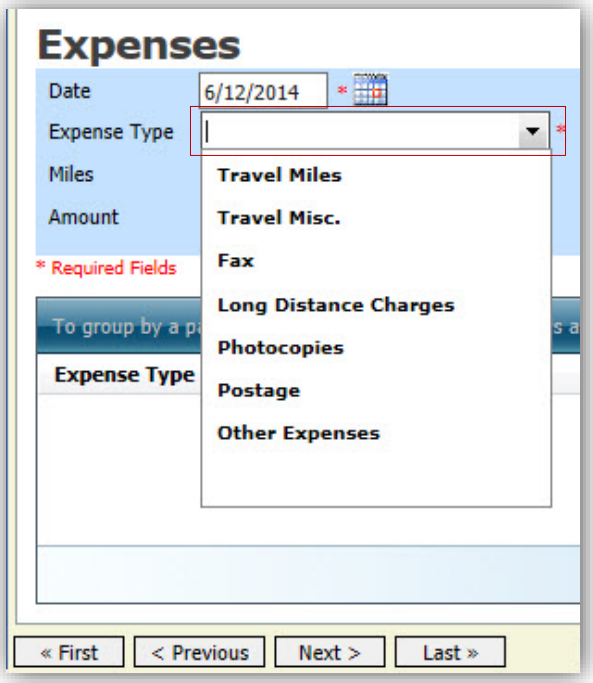
Step 1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.



Step 2

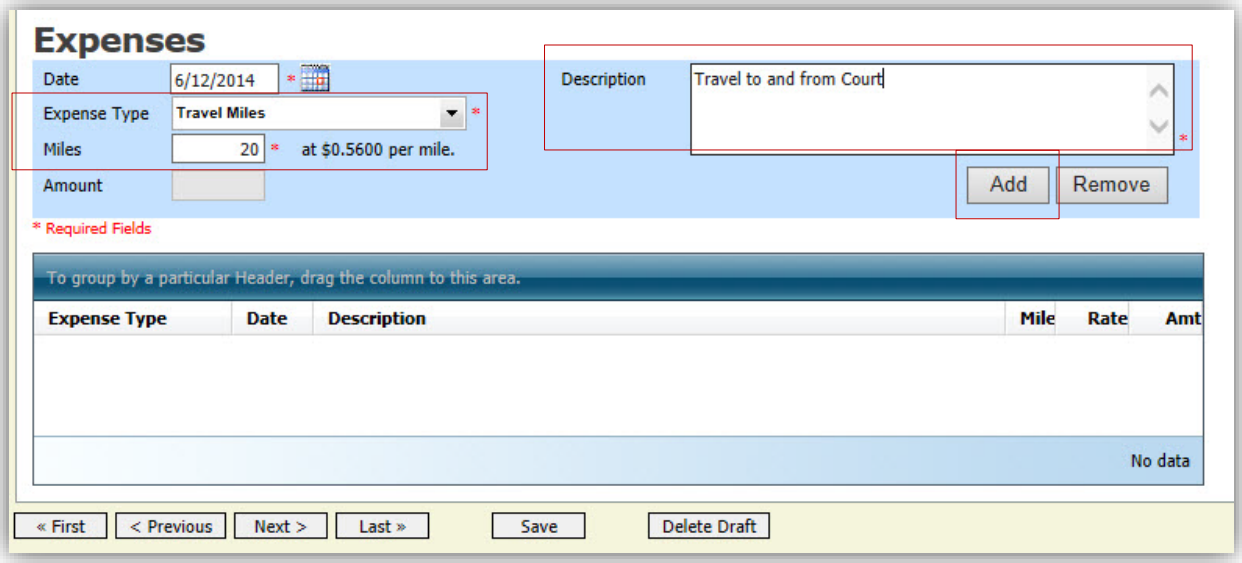
Enter the Expense Type from the Expense Type drop-down menu.



Entering Expenses (cont'd)

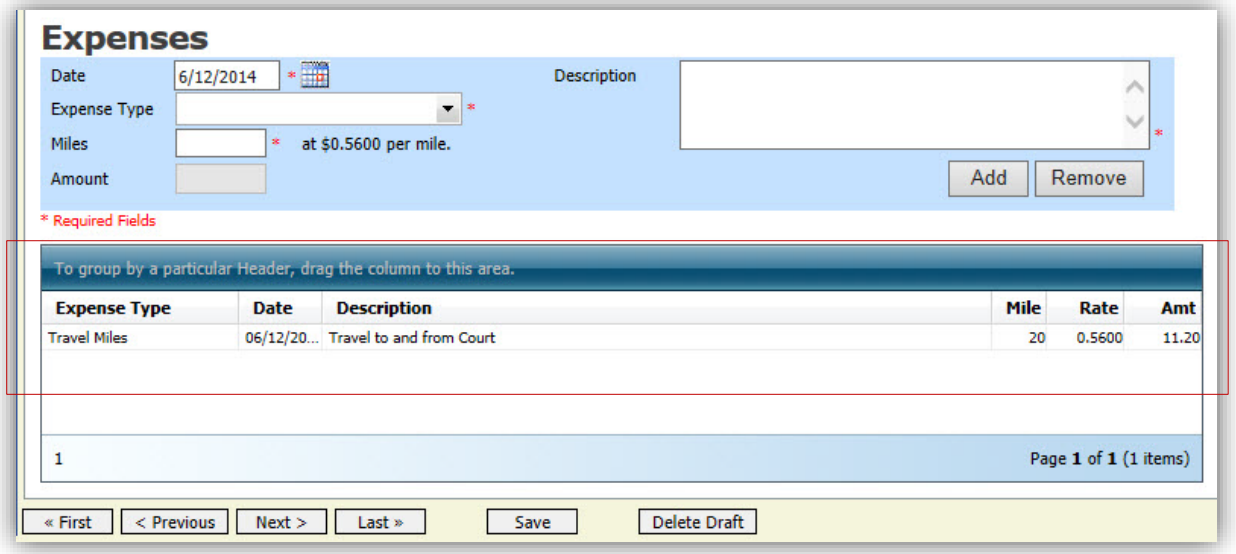
Step 3 If Travel Miles is chosen, enter the round trip mileage.

Step 6 Enter a description.



Step 4 Click **ADD**.

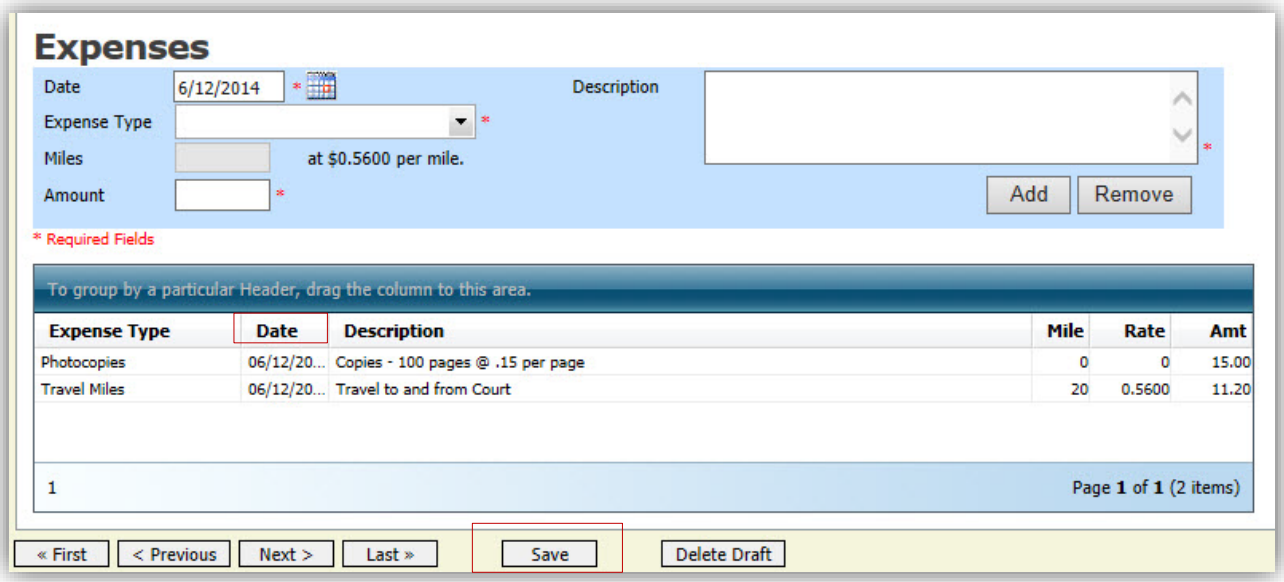
The entry will be added to the voucher and will appear at the bottom of the Expense Type section.



Entering Expenses (cont'd)

Notes:

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.



Step 5 Click the **Date** header**.** This will sort expenses according to date.

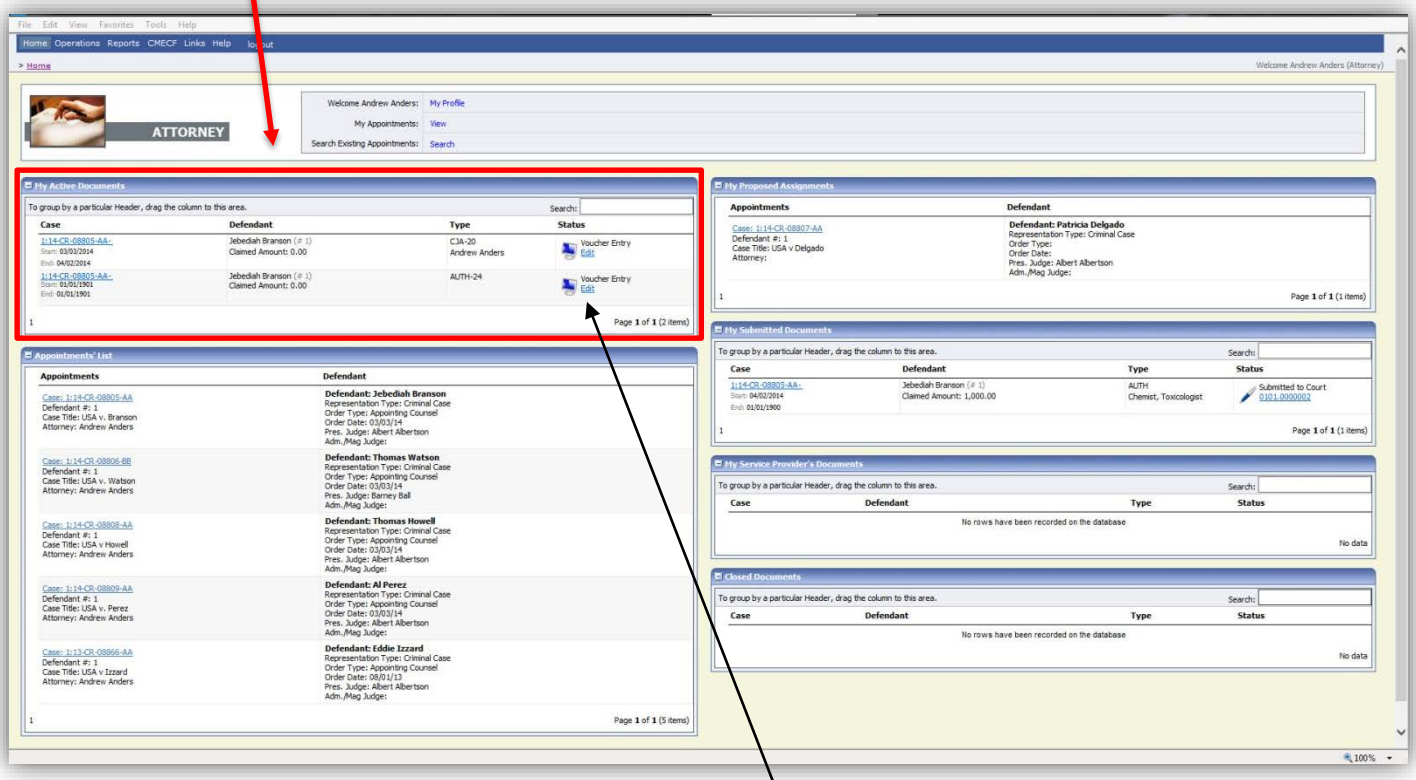
Step 6 Click **SAVE**.

IMPORTANT NOTE:

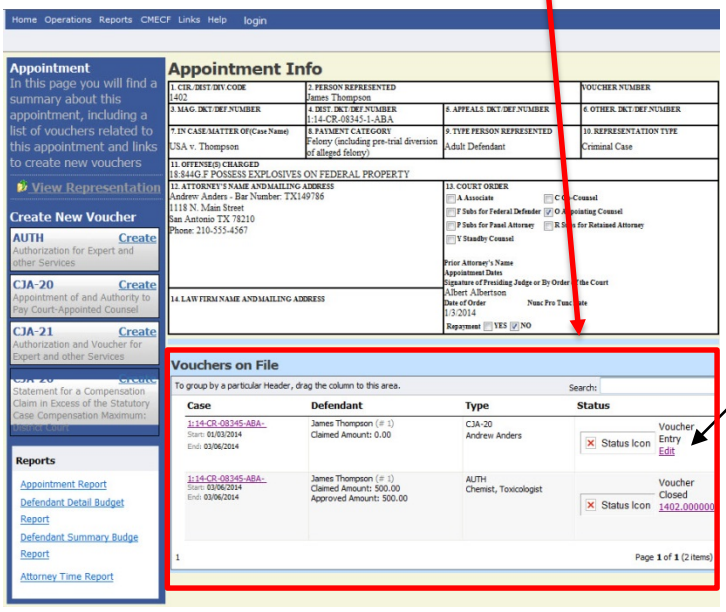
The CJA voucher will be saved and can be edited at any time. CJA vouchers are accessible from the Home Page under "My Active Documents." See section "Editing CJA Vouchers" for instructions.

Editing CJA Vouchers

Once created, CJA vouchers can be saved and edited. There are 2 ways to access previously created CJA vouchers.
(1) On the Home Page under "**My Active Documents**" or



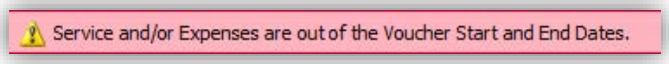
(2) On the Appointment Page under "**Vouchers on File**."



Click on the Edit hyperlink to view/edit the voucher.

Claim Status

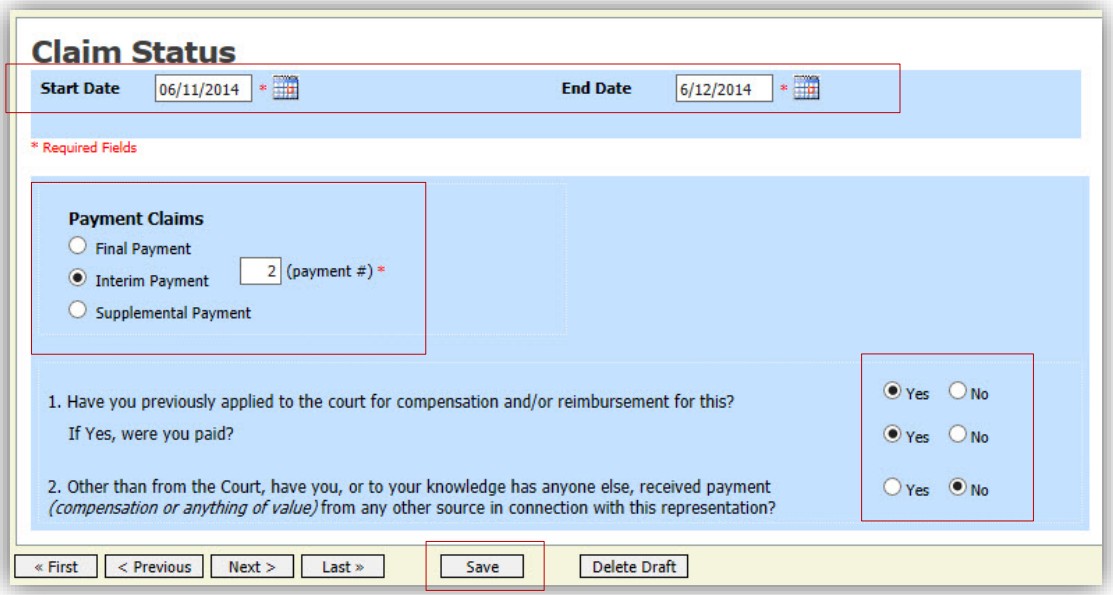
Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:



The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step 1 Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.


Claim Status
Start Date 06/11/2014 *
End Date 6/12/2014 *
* Required Fields
Payment Claims
Final Payment
Interim Payment 2 (payment #) *
Supplemental Payment
1. Have you previously applied to the court for compensation and/or reimbursement for this?
Yes No
If Yes, were you paid?
Yes No
2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?
Yes No
« First
< Previous
Next >
Last »
Save
Delete Draft

Step 3 Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **SAVE**.

Documents

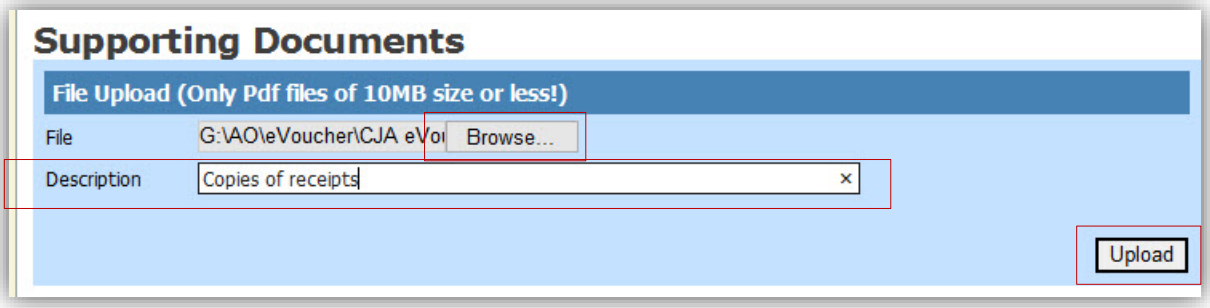
Attorneys (as well as the Court) may attach documents.
Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

Step 1 To add an attachment, click the **Browse** button to locate your file.

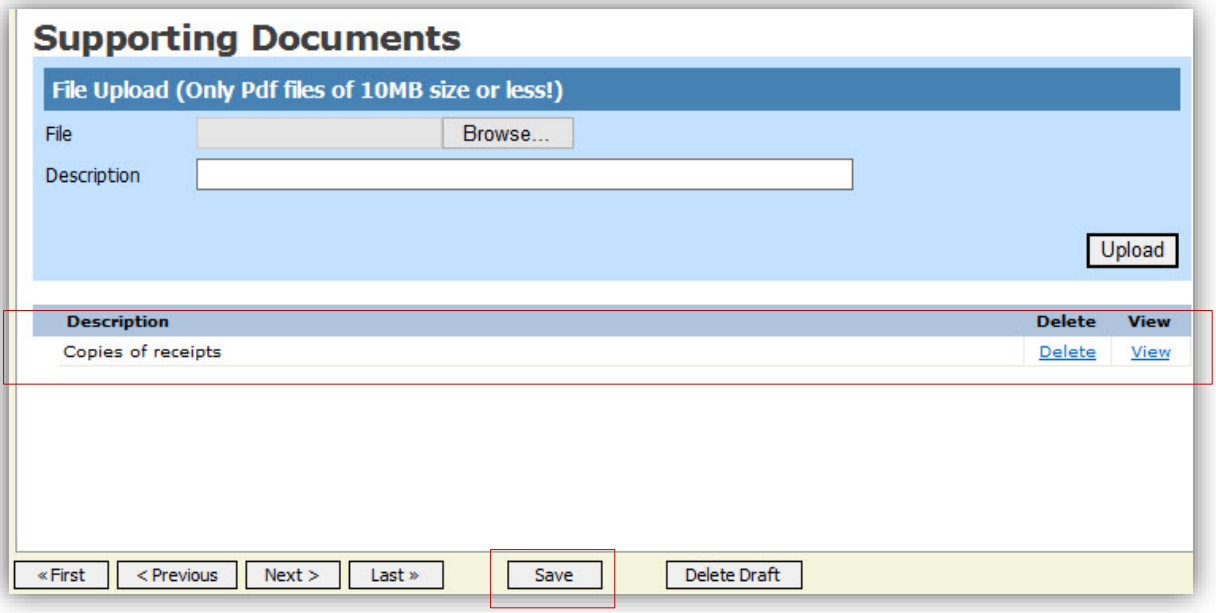
Note:
All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.



The attachment and description is added to the voucher and appears in the bottom of the Description section.



Step 4 Click **SAVE**.

Excess Compensation Justification Memorandum

In any case in which the total compensation claimed is in excess of the statutory case compensation maximum, counsel will submit with the voucher a detailed memorandum supporting and justifying counsel's claim that: the representation given was in an extended or complex case, and the excess payment is necessary to provide fair compensation.

Please refer to the previous section of this manual entitled "Documents." Counsel will attach the memo, in PDF format, under the "Documents" tab of the CJA 20 voucher for which the excess compensation is requested.

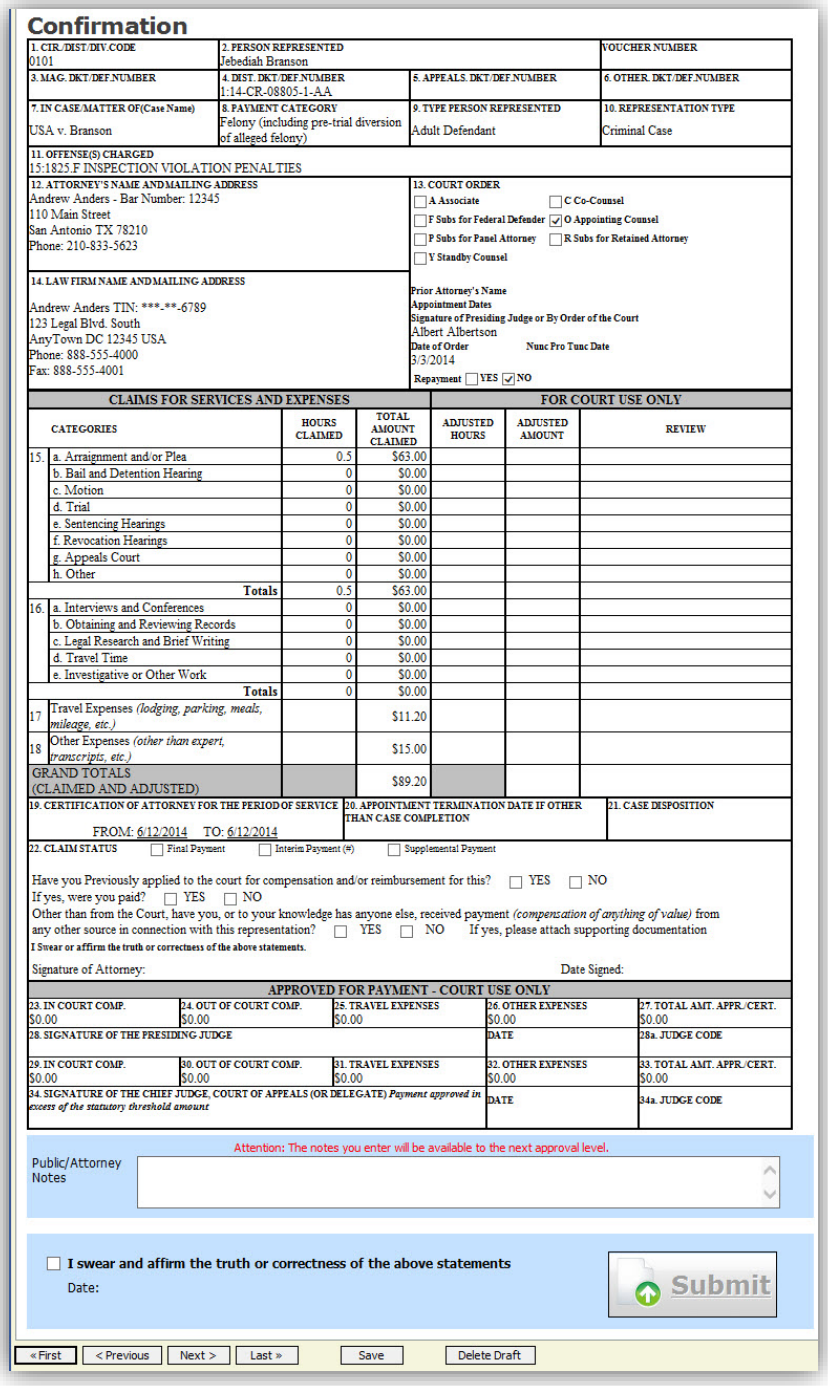
The pdf document must be titled "Justification Memo."

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign, and submit your voucher to the Court.

Step 1 Click Confirmation tab or the **Last** option located on the Progress bar.

The Confirmation screen appears which reflects all entries from the previous screens.



Confirmation

1. CIR./DIST./DIV. CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
0101	Jebediah Branson		
3. MAG. DKT./DEF. NUMBER	**4. DIST. DKT./DEF. NUMBER**	**5. APPEALS DKT./DEF. NUMBER**	**6. OTHER DKT./DEF. NUMBER**
	1:14-CR-08805-1-AA		
7. IN CASE/MATTER OF (Case Name)	**8. PAYMENT CATEGORY**	**9. TYPE PERSON REPRESENTED**	**10. REPRESENTATION TYPE**
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case

11. OFFENSE(S) CHARGED
15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders - Bar Number: 12345
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel
☐ F Subs for Federal Defender ☑ O Appointing Counsel
☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ Y Standby Counsel

14. LAW FIRM NAME AND MAILING ADDRESS
Andrew Anders TIN: ***-**-6789
123 Legal Blvd. South
AnyTown DC 12345 USA
Phone: 888-555-4000
Fax: 888-555-4001

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order: 3/3/2014 Nunc Pro Tunc Date
Repayment ☐ YES ☑ NO

CLAIMS FOR SERVICES AND EXPENSES				FOR COURT USE ONLY		
	CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15.	a. Arraignment and/or Plea	0.5	$63.00			
	b. Bail and Detention Hearing	0	$0.00			
	c. Motion	0	$0.00			
	d. Trial	0	$0.00			
	e. Sentencing Hearings	0	$0.00			
	f. Revocation Hearings	0	$0.00			
	g. Appeals Court	0	$0.00			
	h. Other	0	$0.00			
	Totals	0.5	$63.00			
16.	a. Interviews and Conferences	0	$0.00			
	b. Obtaining and Reviewing Records	0	$0.00			
	c. Legal Research and Brief Writing	0	$0.00			
	d. Travel Time	0	$0.00			
	e. Investigative or Other Work	0	$0.00			
	Totals	0	$0.00			
17	Travel Expenses *(lodging, parking, meals, mileage, etc.)*		$11.20			
18	Other Expenses *(other than expert, transcripts, etc.)*		$15.00			
	GRAND TOTALS (CLAIMED AND ADJUSTED)		$89.20			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
FROM: 6/12/2014 TO: 6/12/2014		

22. CLAIM STATUS ☐ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment

Have you Previously applied to the court for compensation and/or reimbursement for this? ☐ YES ☐ NO
If yes, were you paid? ☐ YES ☐ NO
Other than from the Court, have you, or to your knowledge has anyone else, received payment *(compensation of anything of value)* from any other source in connection with this representation? ☐ YES ☐ NO If yes, please attach supporting documentation

I Swear or affirm the truth or correctness of the above statements.

Signature of Attorney: Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY

23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR./CERT.
$0.00	$0.00	$0.00	$0.00	$0.00
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR./CERT.
$0.00	$0.00	$0.00	$0.00	$0.00
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) *Payment approved in excess of the statutory threshold amount*			DATE	34a. JUDGE CODE

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☐ I swear and affirm the truth or correctness of the above statements
Date:

Submit

« First | < Previous | Next > | Last » | Save | Delete Draft

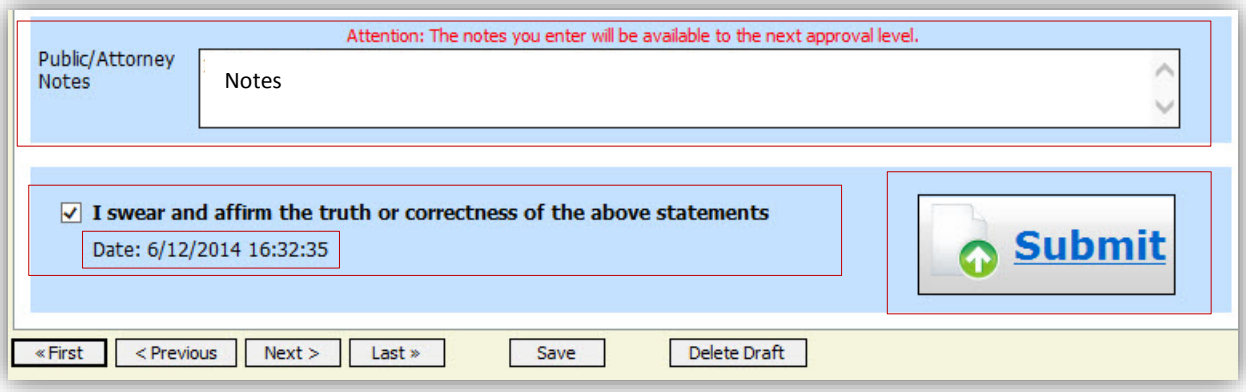
Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

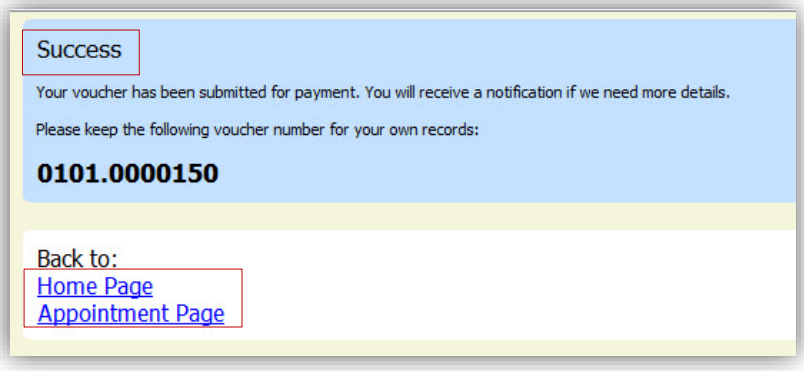
Step 4 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:
You may include any information to the Court in the Public/Attorney Notes section.



Step 5 Click **Submit** to send to the Court.

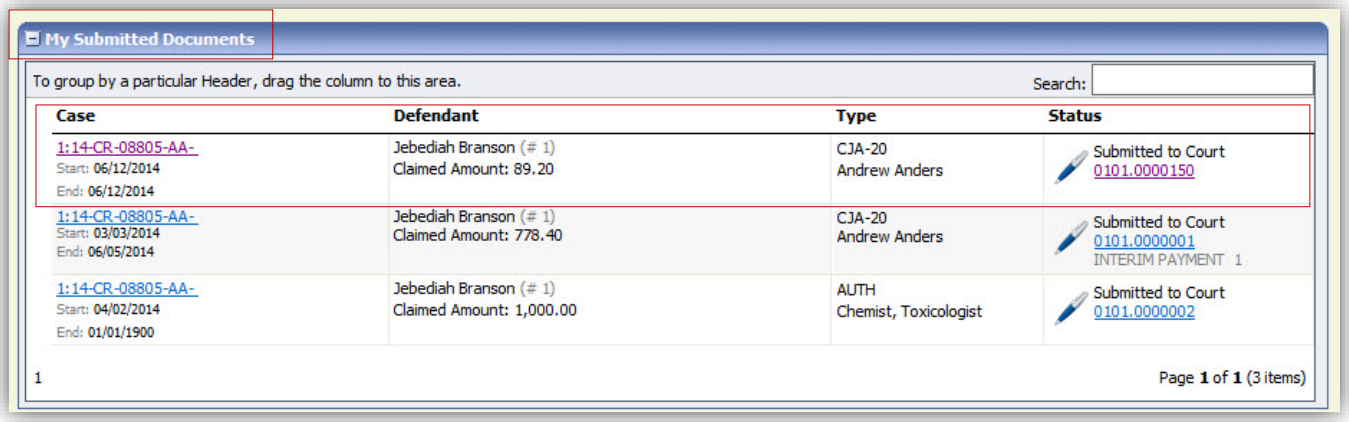
A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.


Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000150
Back to:
Home Page
Appointment Page

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

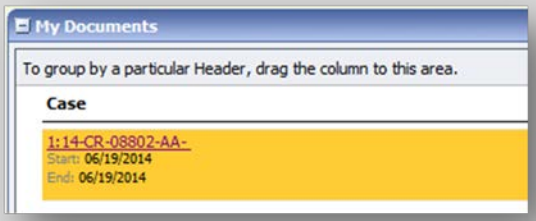
Signing and Submitting to Court (cont'd)

The active voucher is removed from the "My Active Documents" folder and now appears in the "My Submitted Documents" section.



Notes:

- If a voucher is rejected by the Court, it will reappear in the "My Documents" section and will be highlighted in gold.

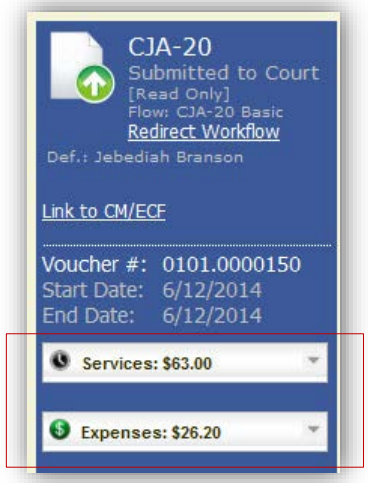


- An email message generated by the system will be sent explaining what corrections need to be made.

CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are entered into the voucher.



- Expand the item by clicking on the down arrow (▾) to reveal specifics.

Services: $63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	$63.00
Bail and Detention Hearing	0	$0.00
Motion Hearings	0	$0.00
Trial	0	$0.00
Sentencing Hearing	0	$0.00
Revocation Hearings	0	$0.00
Appeals Court	0	$0.00
Other	0	$0.00
Totals	0.5	$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	$0.00
Obtaining and Reviewing Records	0	$0.00
Legal Research and Brief Writing	0	$0.00
Travel Time	0	$0.00
Investigative and Other Work	0	$0.00
Totals	0.0	$0.00

Expenses: $26.20

Travel

Expense Type	Amount
Travel Miles	$11.20
Travel Misc	$0.00
Totals	$11.20

Expenses

Expense Type	Amount
Fax	$0.00
Long Distance Charges	$0.00
Photocopies	$15.00
Postage	$0.00
Other Expenses	$0.00
Totals	$15.00

Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum ($800) allowed for representation.
Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

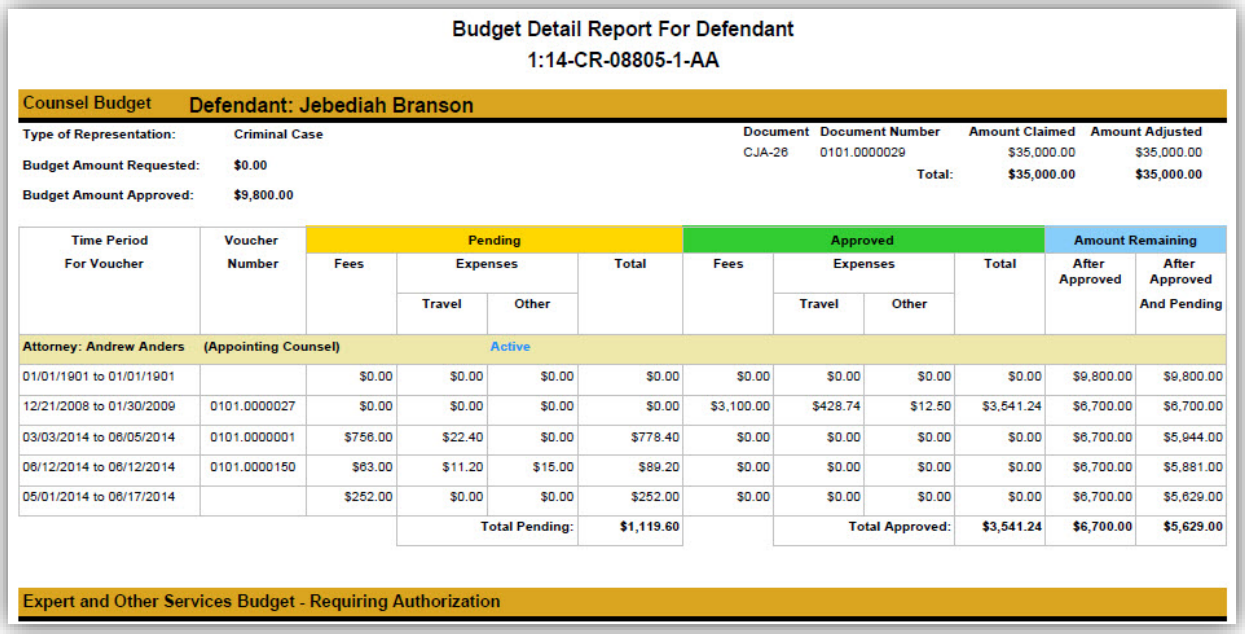
- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.

Other accessible reports can be found on the Menu bar.

Defendant Detailed Budget Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service.



Budget Detail Report For Defendant
1:14-CR-08805-1-AA

Counsel Budget **Defendant: Jebediah Branson**

Type of Representation: Criminal Case
Budget Amount Requested: $0.00
Budget Amount Approved: $9,800.00

Document	Document Number	Amount Claimed	Amount Adjusted
CJA-26	0101.0000029	$35,000.00	$35,000.00
	Total:	$35,000.00	$35,000.00

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Attorney: Andrew Anders (Appointing Counsel)				Active							
01/01/1901 to 01/01/1901		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,800.00	$9,800.00
12/21/2008 to 01/30/2009	0101.0000027	$0.00	$0.00	$0.00	$0.00	$3,100.00	$428.74	$12.50	$3,541.24	$6,700.00	$6,700.00
03/03/2014 to 06/05/2014	0101.0000001	$756.00	$22.40	$0.00	$778.40	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,944.00
06/12/2014 to 06/12/2014	0101.0000150	$63.00	$11.20	$15.00	$89.20	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,881.00
05/01/2014 to 06/17/2014		$252.00	$0.00	$0.00	$252.00	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,629.00
				Total Pending:	$1,119.60			Total Approved:	$3,541.24	$6,700.00	$5,629.00

Expert and Other Services Budget - Requiring Authorization

Expert and Other Services Budget - Not Requiring Authorization

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Vendor: Luz Garcia (Hair, Fiber Expert)						**Approved Amount: $800.00**				**Attorney: Andrew Anders**	
05/15/2014 To 05/15/2014		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$800.00	$800.00
				Total Pending:	$0.00			Total Approved:	$0.00		

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Vendor: Abraham Astley (Interpreter Translator)						**Approved Amount: $800.00**				**Attorney: Andrew Anders**	
01/20/2009 To 05/26/2010	0101.0000030	$215.00	$0.00	$0.00	$215.00	$0.00	$0.00	$0.00	$0.00	$800.00	$585.00
				Total Pending:	$215.00			Total Approved:	$0.00		

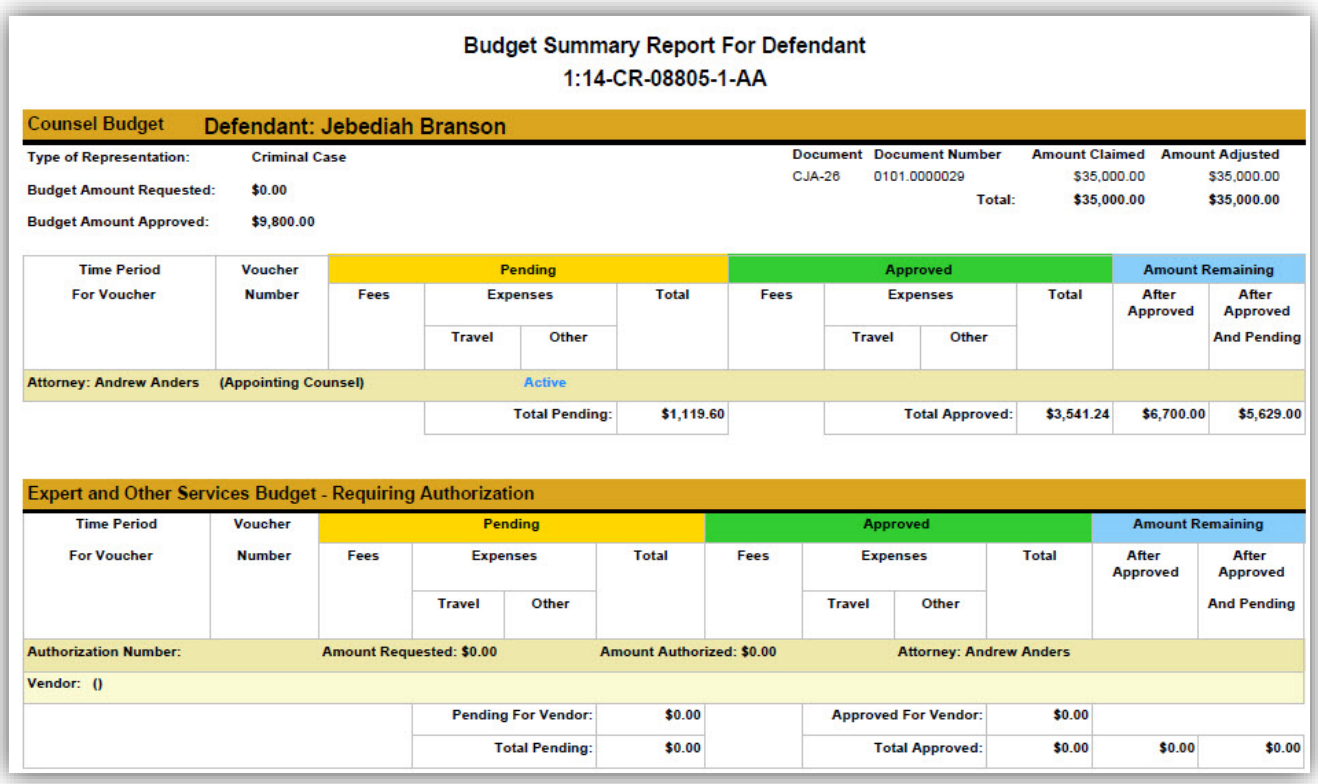
Grand Totals for the Representation

NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.

Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Combined Total Approved and Pending Fees	Combined Total Approved and Pending Fees and Expenses
$1,300.50	$33.60	$15.00	$1,349.10	$3,100.00	$428.74	$12.50	$3,541.24	$4,400.50	$4,890.34

Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.



Budget Summary Report For Defendant
1:14-CR-08805-1-AA

Counsel Budget **Defendant: Jebediah Branson**

Type of Representation:	Criminal Case
Budget Amount Requested:	$0.00
Budget Amount Approved:	$9,800.00

Document	Document Number	Amount Claimed	Amount Adjusted
CJA-26	0101.0000029	$35,000.00	$35,000.00
	Total:	$35,000.00	$35,000.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)			Active								
				Total Pending:	$1,119.60			Total Approved:	$3,541.24	$6,700.00	$5,629.00

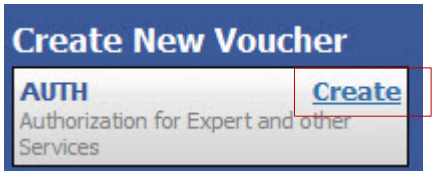
Expert and Other Services Budget - Requiring Authorization

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number:		Amount Requested: $0.00			Amount Authorized: $0.00			Attorney: Andrew Anders			
Vendor: ()											
				Pending For Vendor:	$0.00			Approved For Vendor:	$0.00		
				Total Pending:	$0.00			Total Approved:	$0.00	$0.00	$0.00

Submitting an Authorization Request for Expert Services

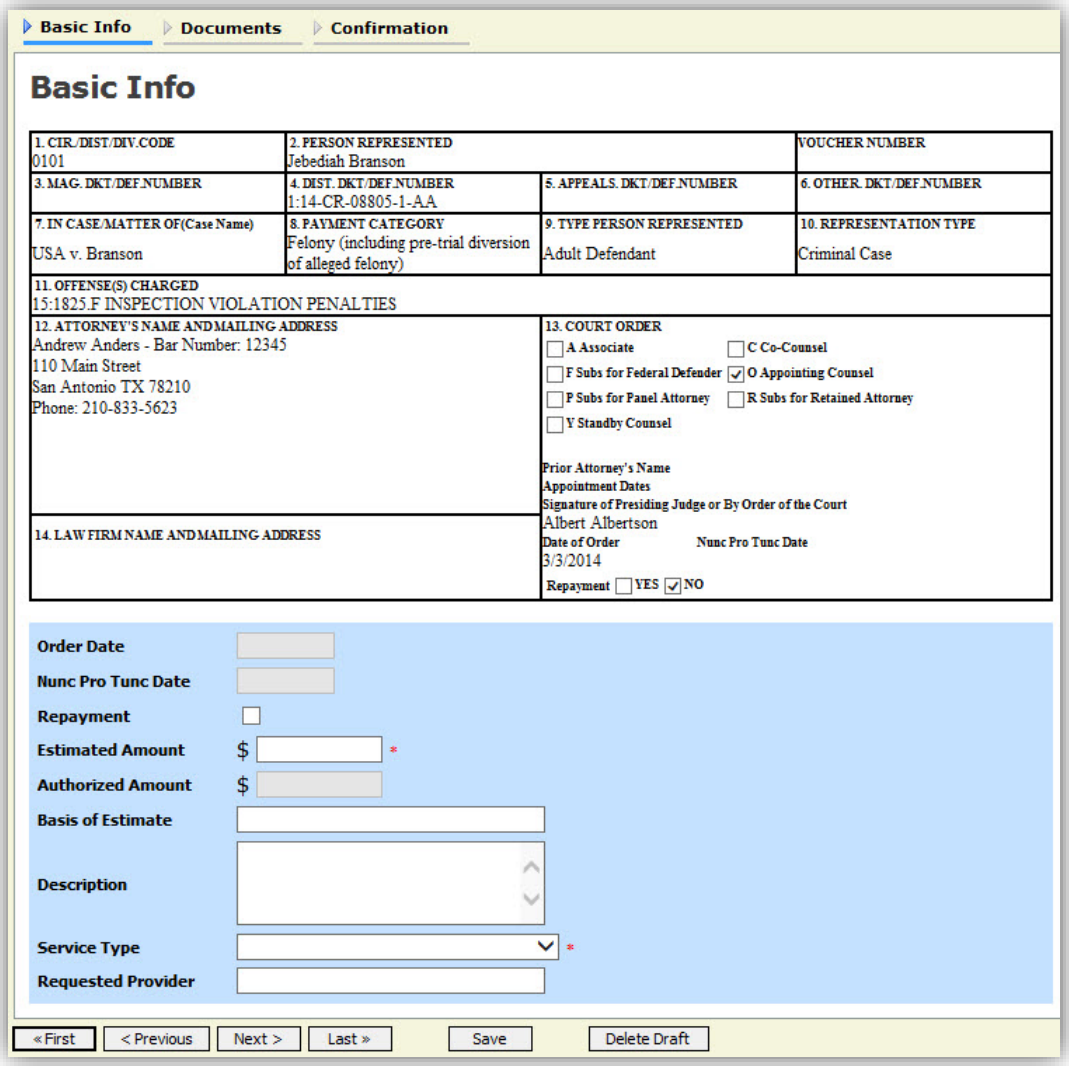
Step 1 Open the Appointment record.

Step 2 Click **Create** from the Authorization template.



The **Basic Info** screen will open.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

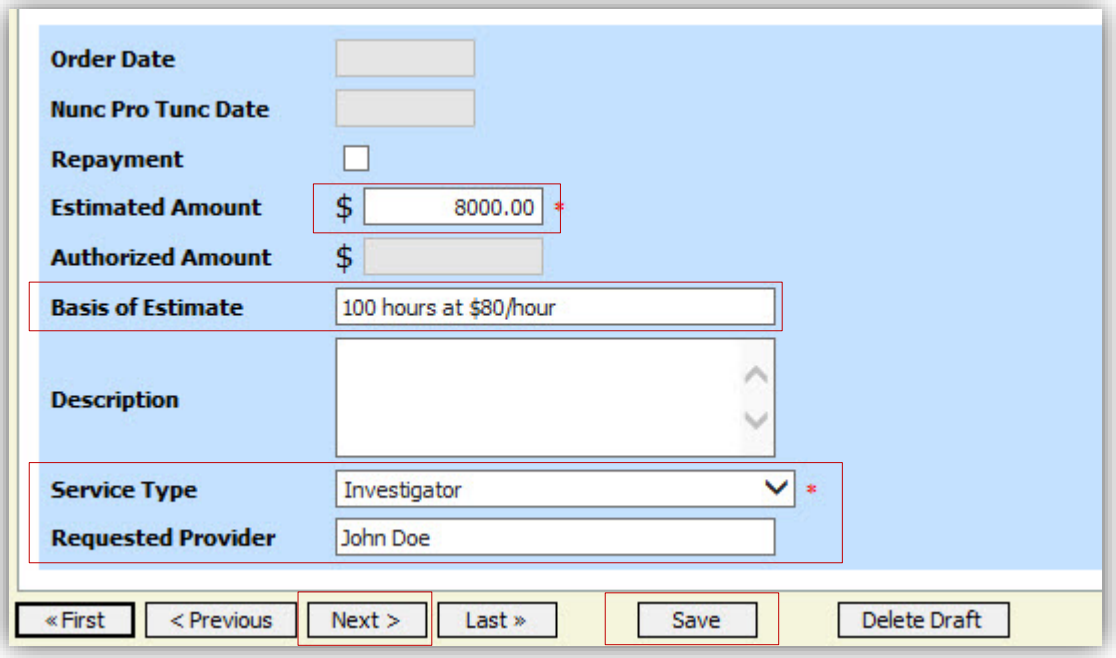


Submitting an Authorization Request for Expert Services (cont'd)

Step 3

Complete the information in the blue section at the bottom of the screen. This to include:

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider



Step 4

Click **Save.**

Step 5

Click the **Supporting Documents** tab or click the **Next** option located on the Progress bar.

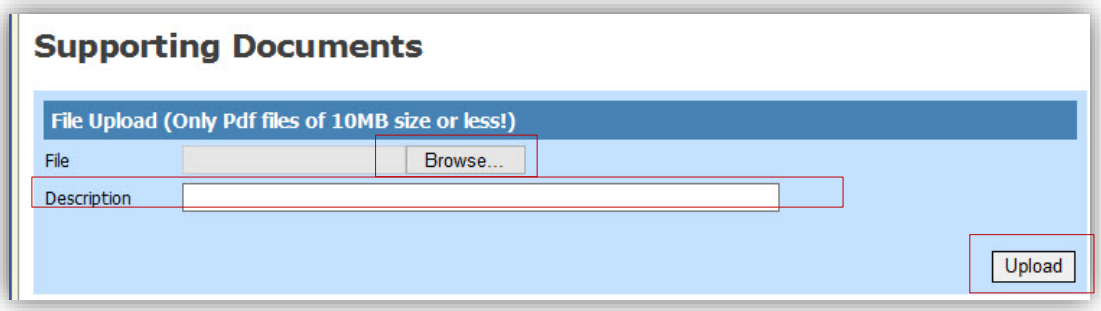
Submitting an Authorization Request for Expert Services (cont'd)

Step 1 To add the attachment, click the **Browse** button to locate your file.

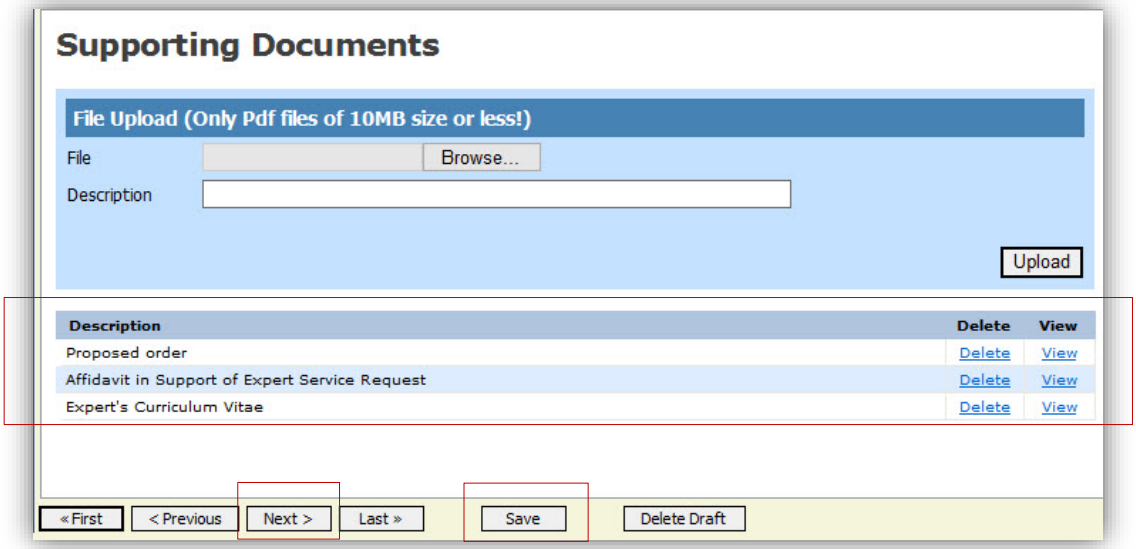
> **Note:**
> Documents are limited to PDF files, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.



The attachment and description will be uploaded and appear in the bottom of the Description section.



Step 4 Click **SAVE**.

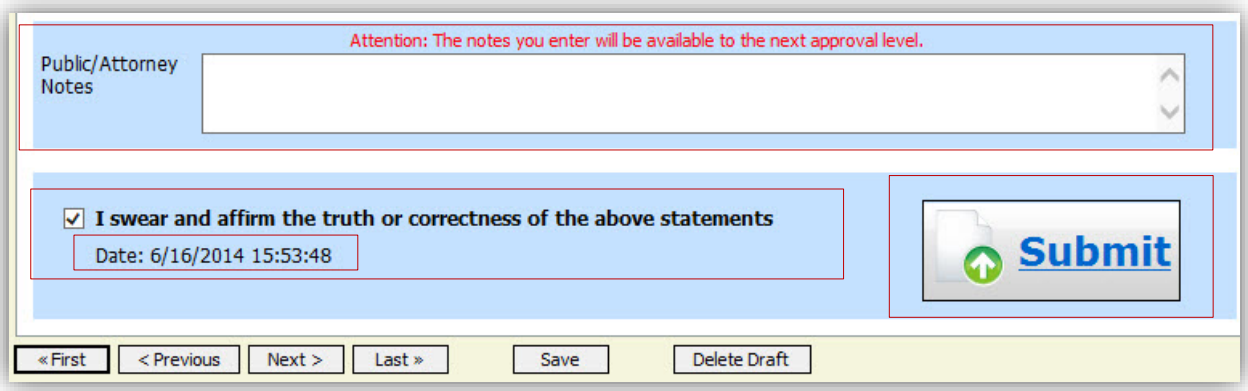
Submitting an Authorization Request for Expert Services (cont'd)

Step 5 Click **Next.**

The Confirmation screen will open**.**

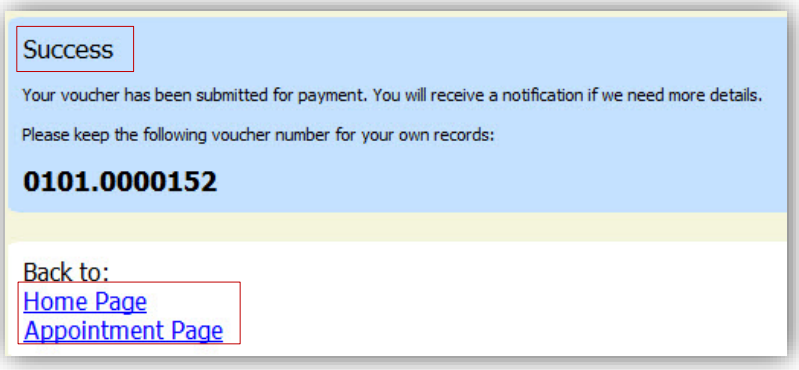
Step 6 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:
You may include any notes to the Court in the Public/Attorney Notes section.


Attention: The notes you enter will be available to the next approval level.
Public/Attorney Notes
I swear and affirm the truth or correctness of the above statements
Date: 6/16/2014 15:53:48
Submit
« First
< Previous
Next >
Last »
Save
Delete Draft

Step 7 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.


Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000152
Back to:
Home Page
Appointment Page

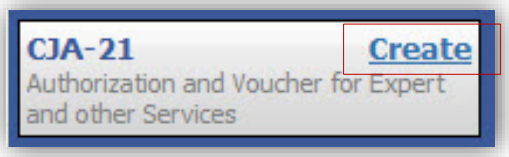
Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Authorization Request will now appear in the "My Submitted Documents" section on the Attorney home page. Once the Authorization Request is approved, an email will automatically be generated by the program notifying you that it has been approved.

Creating a CJA 21 Voucher

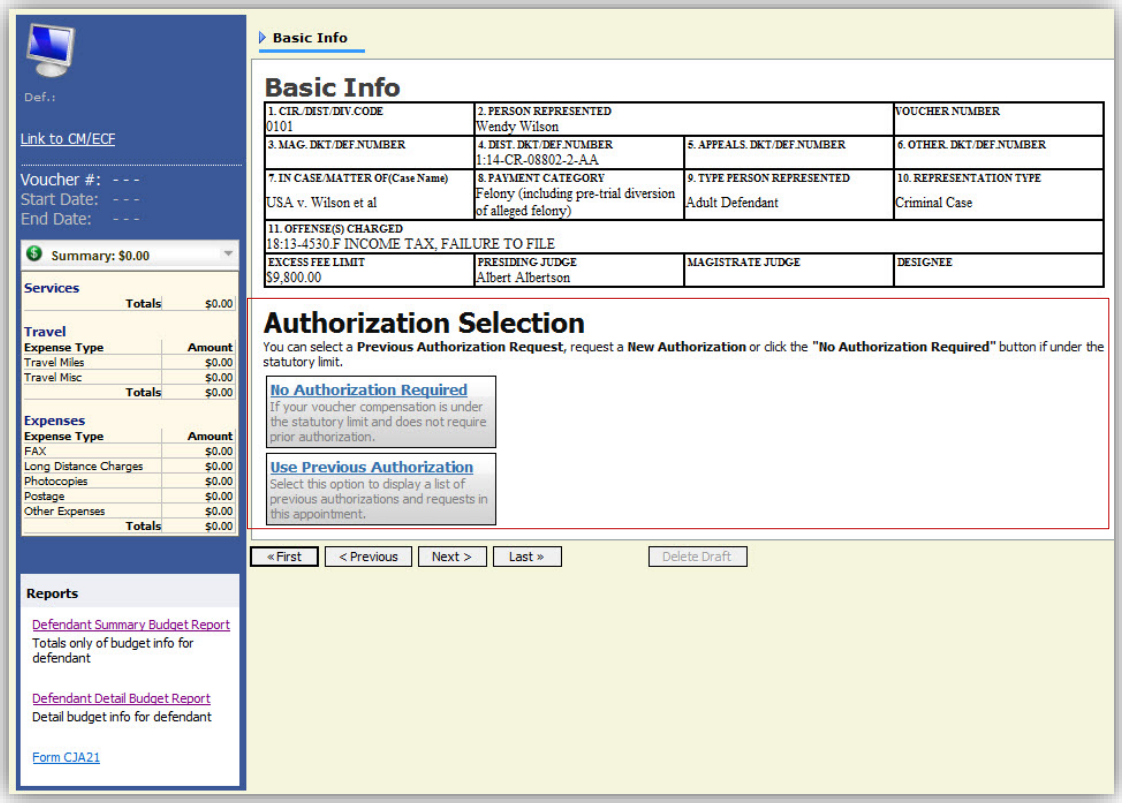
Step 1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.



The voucher opens to the **Basic Info** page.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.


Def.:
Link to CM/ECF
Voucher #: - - -
Start Date: - - -
End Date: - - -
Summary: $0.00
Services
Totals $0.00
Travel
Expense Type Amount
Travel Miles $0.00
Travel Misc $0.00
Totals $0.00
Expenses
Expense Type Amount
FAX $0.00
Long Distance Charges $0.00
Photocopies $0.00
Postage $0.00
Other Expenses $0.00
Totals $0.00
Reports
Defendant Summary Budget Report
Totals only of budget info for defendant
Defendant Detail Budget Report
Detail budget info for defendant
Form CJA21
Basic Info
Basic Info
1. CIR./DIST./DIV.CODE 0101
2. PERSON REPRESENTED Wendy Wilson
VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER
4. DIST. DKT./DEF.NUMBER 1:14-CR-08802-2-AA
5. APPEALS. DKT./DEF.NUMBER
6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al
8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON REPRESENTED Adult Defendant
10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE
EXCESS FEE LIMIT $9,800.00
PRESIDING JUDGE Albert Albertson
MAGISTRATE JUDGE
DESIGNEE
Authorization Selection
You can select a Previous Authorization Request, request a New Authorization or click the "No Authorization Required" button if under the statutory limit.
No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.
Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.
« First
< Previous
Next >
Last »
Delete Draft

When submitting a CJA 21 voucher you'll have two options to choose from under the Authorization Selection.

Step 2

If the request does not require advance authorization ($800 or less), click on the No Authorization Required option.

If you have a previous authorization received through an order from the Court, click on the Use Previous Authorization option.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.
Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

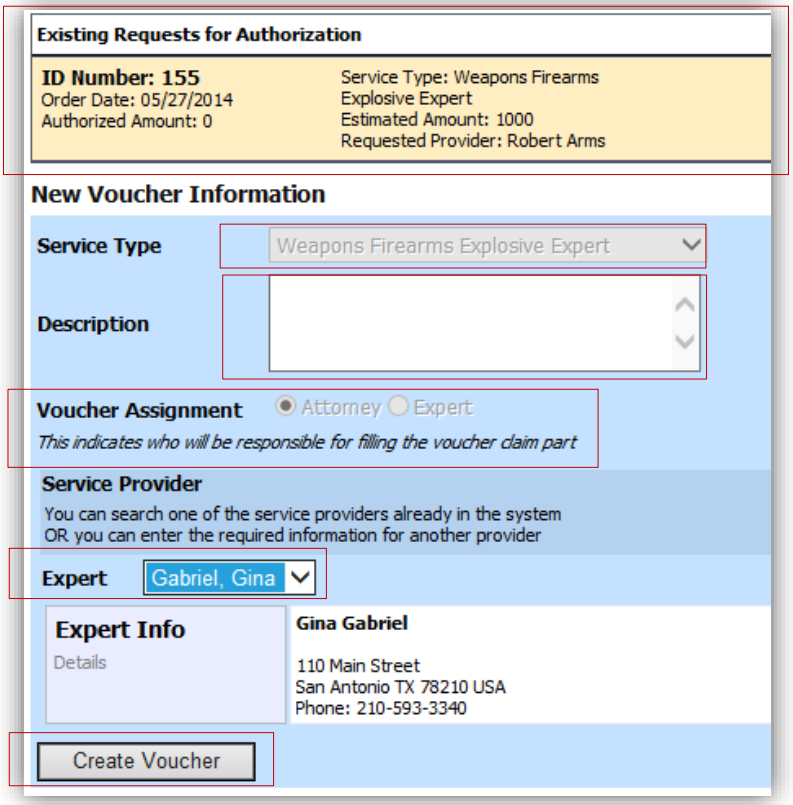
Creating a CJA 21 Voucher (cont'd)

If you click "Use Previous Authorization" a list of Existing Requests for Authorization will appear.

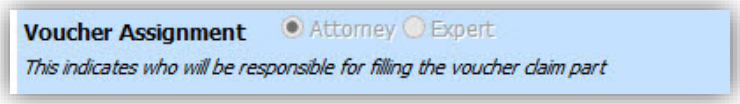
Step 3 Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step 4 The service type will rollover from the authorization selected. If no authorization is being used, use the drop-down box to select the service type.

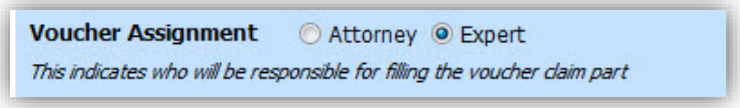
Step 5 Enter a description of the service to be provided.



Step 6 Select the Expert.
If the Expert you selected is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for contacting the Federal Public Defender's office to add the Expert. See page 38.



If the Expert you selected is authorized to use eVoucher, the Voucher Assignment field will unlock for you indicating the Expert will be responsible for filling in the voucher claim



Note:
Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page 38.

Creating a CJA 21 Voucher (cont'd)

Step 7 Click Create Voucher.

Notes:

- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.

Requesting Access for an Expert

If you wish to submit a person as an **Expert**, follow the steps below.

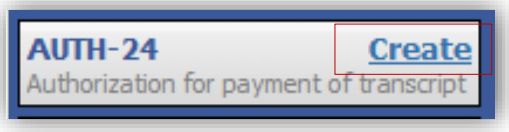
Email the following Expert information to lae_voucher@fd.org.

First and Last Name
SSN/EIN
Email
Phone
Address
City
State
Zip

The Federal Public Defender's Office will create a user account for the expert. The Expert will receive an email with instructions on how to access eVoucher. You will be notified once the Expert is active. You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

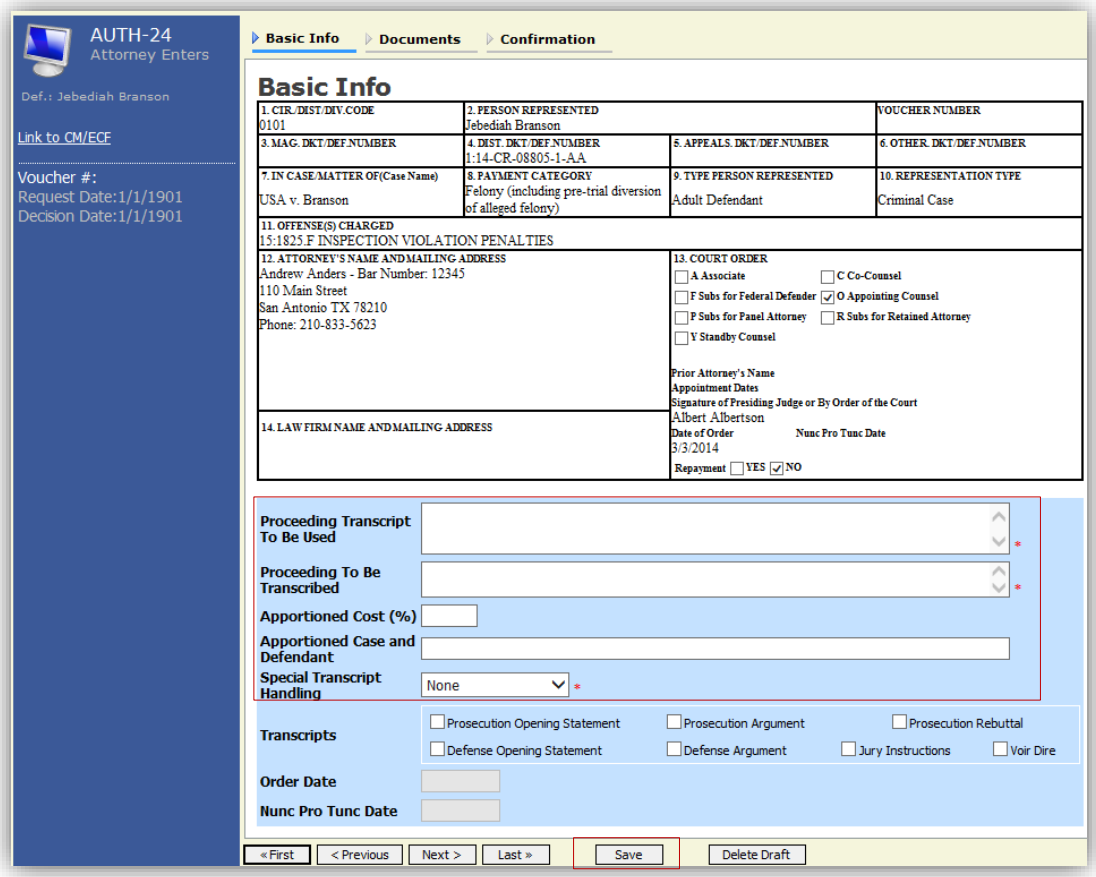
Creating an Authorizations for Transcripts (AUTH 24)

Step 1 From the Appointment page click **Create** Auth 24.



The Authorization opens to the **Basic Info** page.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.



Step 2 Enter the details for the transcript required on the **Basic Info** screen.

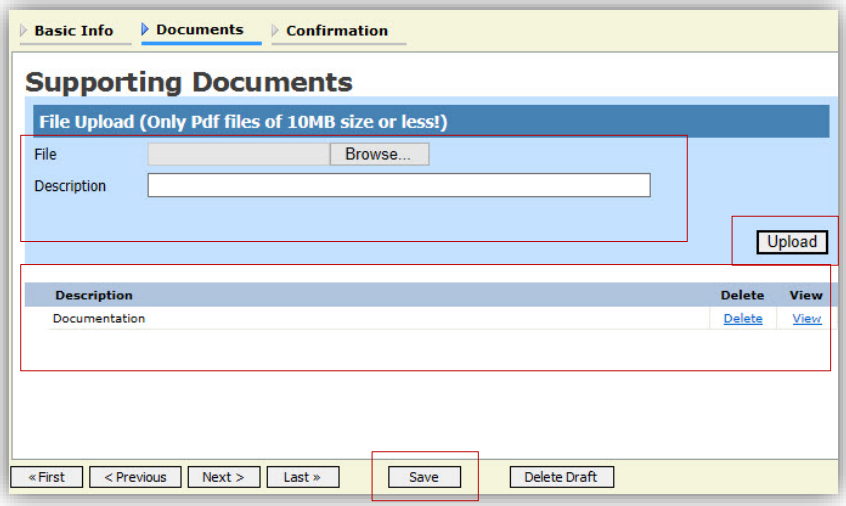
Step 3 Click **Save**.

Creating an Authorization for Auth 24 Transcripts (cont'd)

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Step 3 Click **Upload**.



Note:
All documents must be submitted in PDF format and must be 10 MB or less.

The Document will appear in the bottom of the Description section.

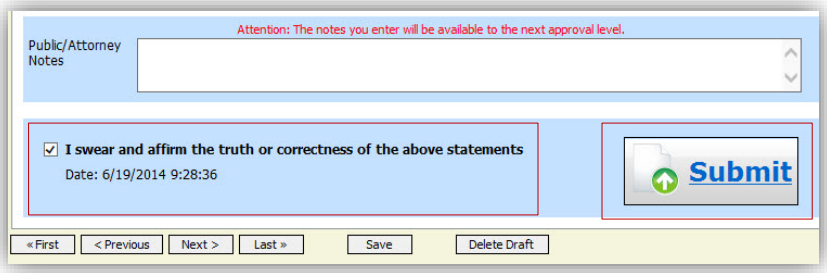
Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

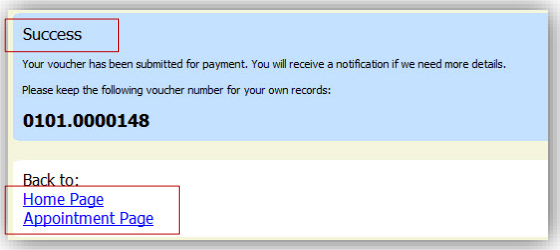
Step 6 Check the affirmation box.

Step 7 Click **Submit**.


Attention: The notes you enter will be available to the next approval level.
Public/Attorney Notes
I swear and affirm the truth or correctness of the above statements
Date: 6/19/2014 9:28:36
Submit
«First
< Previous
Next >
Last »
Save
Delete Draft

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

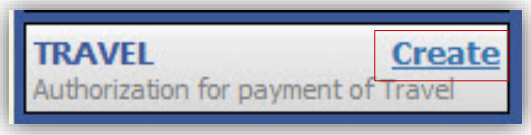

Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000148
Back to:
Home Page
Appointment Page

The Auth 24 will now appear in the "My Submitted Documents" section on the Attorney home page.

Creating a Travel Voucher

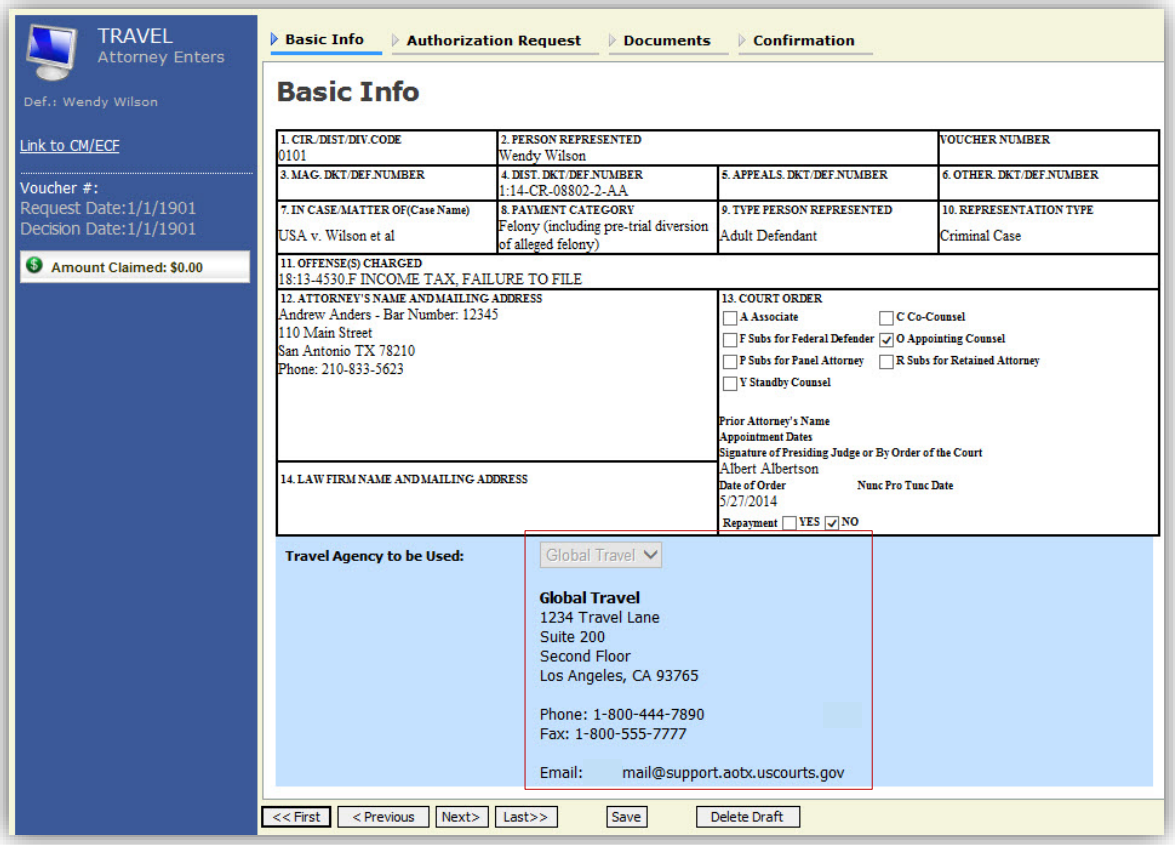
Step 1

From the **Appointment** page click **Create** from the Travel Voucher template.



Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

The Basic Info screen will open.



The “Travel Agency to be Used” section will automatically populate.

Step 2

Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

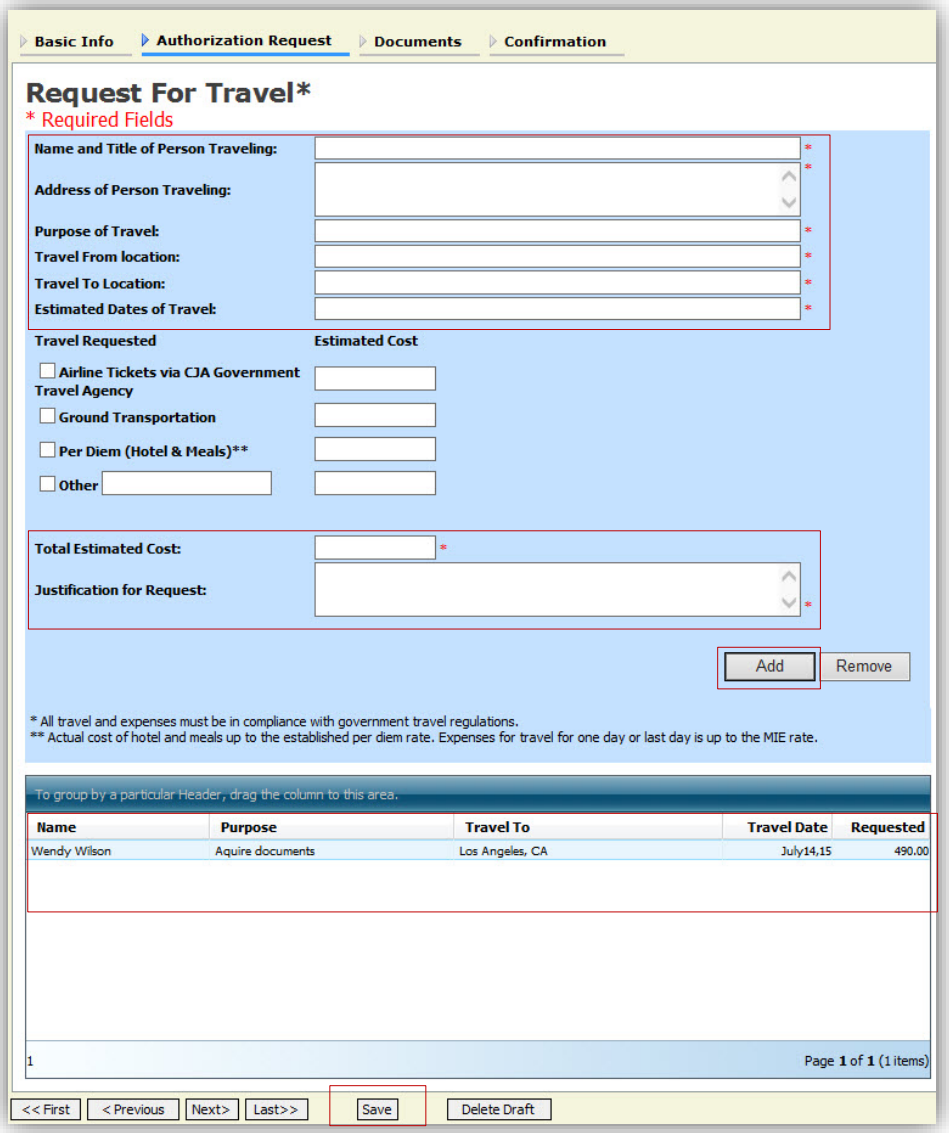
Creating a Travel Voucher (cont'd)

Step 3 Fill out all required fields marked with a red asterisk.

Step 4 Click Add.

The information will appear in the bottom section.

Step 5 Click Save.

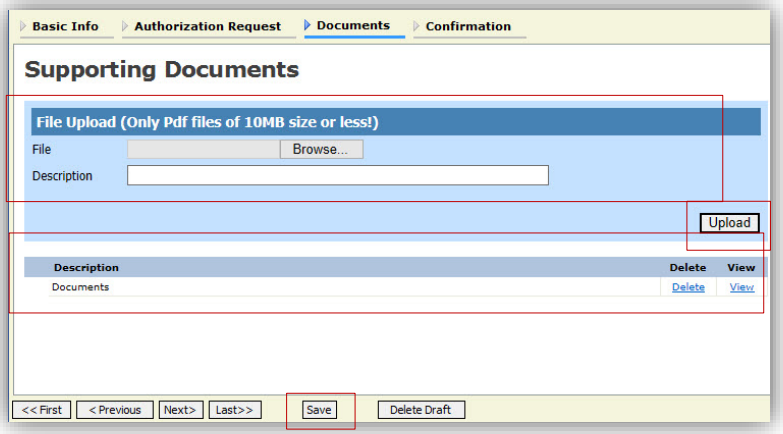


Creating a Travel Voucher (cont'd)

Step 1 Click **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Note:
All documents must be submitted in PDF format, and must be 10 MB or less.



Step 3 Click Upload.

The document will appear in the bottom of the Description section.

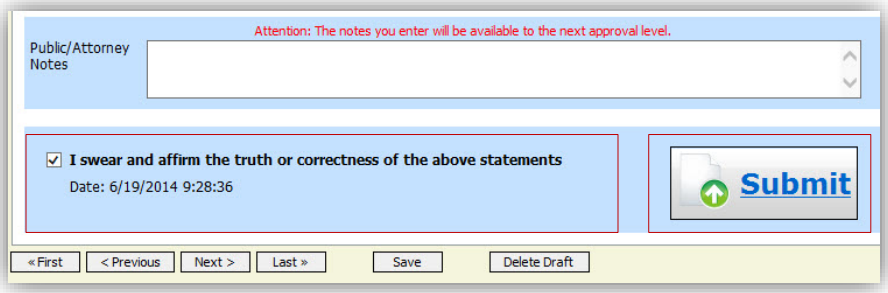
Step 4 Click **Save**.

The Confirmation tab will appear.

Step 1 Verify all information is correct.

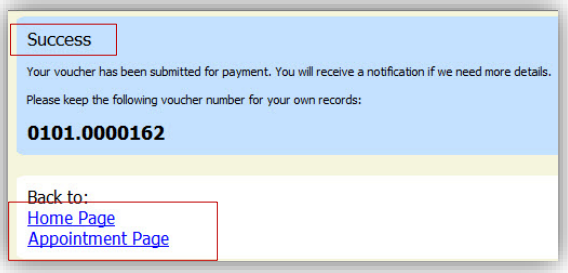
Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click Submit.


Attention: The notes you enter will be available to the next approval level.
Public/Attorney Notes
I swear and affirm the truth or correctness of the above statements
Date: 6/19/2014 9:28:36
Submit
« First
< Previous
Next >
Last »
Save
Delete Draft

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.


Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000162
Back to:
Home Page
Appointment Page

The Travel Voucher will now appear in the "My Submitted Documents" section.